

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 12/2/22		Prepared by: T.D. Muneer		Serial no. 2796	
Supplier name: Ultra Tech Cement Limited.				HO inward no.	
Firm/Company: GURC		Project: Immoparis		HO received date	
PO/WO date: 19/1/22		PO/WO No. 84673		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	Bill details attached →		11,69,664-w	☒ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			11,69,664-w
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☒ RMC pour report ☐ Solid block report ☐ Installation report			
MRN nos.:		Proof of delivery matches MRN	☐ Yes ☐ No
Amount B – Other Credits : Transportation charges			
Amount C – Other Debits : 1380 Kgs short received →			1873-w
Amount D (D=A+B-C) – Amount to be credited to the supplier:			11,67,791-w
Amount E – PO / WO value:			20,14,000-w
Amount F – Difference (A – E):			- 8,46,209-w
Quantity received as per PO / WO		☐ Yes ☐ Excess received ☐ Short received ☒ Part received	
Close PO / WO		☐ Yes ☒ No – wait for balance material ☐ Other	
Payment – due date		21/2/22	
Remarks: Part bill received. RMC Pour Report is attached.			

Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:	T.D. Muneer				
Sign:					
Date	14 FEB 2022				
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

Notes: 1. In case amount to be credited to supplier and the bills total does not match, accountants to prepare JV for debit or credit.
 2. This set should only have 5 documents i.e., advice to credit to supplier, original bill, proof of delivery, original purchase order with barcode, original requisition. 3. Do not attach additional documents like weighment slips, RMC batch reports, duplicate documents, Eway bills, test reports, etc. 4. In Amount A, exclude transport, Hamali charges, etc., and instead include in Amount B. 5. This report must reach HO within one working day of approval by purchase officer/purchase manager.

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Annexure to advice for approval for credit to supplier/-

Sl. No.	Bill no.	Bill date	Bill amount	Original attached
1.	8539733594	22/01/2022	22,786-00	☐ Yes ☐ No
2.	8539733595	22/01/2022	22,786-00	☐ Yes ☐ No
3.	8539733596	22/01/2022	26,583-00	☐ Yes ☐ No
4.	8539733597	22/01/2022	22,786-00	☐ Yes ☐ No
5.	8539733598	22/01/2022	26,583-00	☐ Yes ☐ No
6.	8539733599	22/01/2022	26,583-00	☐ Yes ☐ No
7.	8539733600	22/01/2022	26,583-00	☐ Yes ☐ No
8.	8539733601	22/01/2022	22,786-00	☐ Yes ☐ No
9.	8539733602	22/01/2022	22,786-00	☐ Yes ☐ No
10.	8539733603	22/01/2022	22,786-00	☐ Yes ☐ No
11.	8539733604	22/01/2022	26,583-00	☐ Yes ☐ No
12.	8539733605	22/01/2022	22,786-00	☐ Yes ☐ No
13.	8539733606	22/01/2022	22,786-00	☐ Yes ☐ No
14.	8539733607	22-01-2022	26,583-00	☐ Yes ☐ No
15.	8539733608	22-01-2022	26,583-00	☐ Yes ☐ No
16.	8539733609	22-01-2022	22,786-00	☐ Yes ☐ No
17.	8539733610	22-01-2022	26,583-00	☐ Yes ☐ No
18.	8539733611	22-01-2022	26,583-00	☐ Yes ☐ No
19.	8539733612	22-01-2022	22,786-00	☐ Yes ☐ No
20.	8539733613	22-01-2022	22,786-00	☐ Yes ☐ No
21.	8539733614	22-01-2022	26,583-00	☐ Yes ☐ No
22.	8539733616	22/01/2022	26,583-00	☐ Yes ☐ No
23.	8539733617	22/01/2022	26,583-00	☐ Yes ☐ No
24.	8539733615	22-01-2022	26,583-00	☐ Yes ☐ No
25.	8539733618	22/01/2022	22,786-00	☐ Yes ☐ No
26.	947801490	22/01/2022	26,583-00	☐ Yes ☐ No
27.	947801491	22/01/2022	26,583-00	☐ Yes ☐ No
28.	8539733621	22/01/2022	22,786-00	☐ Yes ☐ No
29.	8539733619	22-01-2022	22,786-00	☐ Yes ☐ No
30.	8539733622	22/01/2022	26,583-00	☐ Yes ☐ No
31.	8539733623	22/01/2022	22,786-00	☐ Yes ☐ No
32.	8539733629	22/01/2022	22,786-00	☐ Yes ☐ No
33.	8539733628	22/01/2022	22,786-00	☐ Yes ☐ No

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34.	8539733631	22/01/2022	22,786-00	☐ Yes ☐ No
35.	8539733630	22/01/2022	26,583-00	☐ Yes ☐ No
36.	8539733632	22/01/2022	26,583-00	☐ Yes ☐ No
37.	8539733634	22/01/2022	26,583-00	☐ Yes ☐ No
38.	8539733635	22/01/2022	26,583-00	☐ Yes ☐ No
39.	8539733643	22/01/2022	26,583-00	☐ Yes ☐ No
40.	8539733644	22/01/2022	22,786-00	☐ Yes ☐ No
41.	8539733646	22/01/2022	22,786-00	☐ Yes ☐ No
42.	8539733645	22/01/2022	26,583-00	☐ Yes ☐ No
43.	8539733647	22/01/2022	26,583-00	☐ Yes ☐ No
44.	8539733648	22/01/2022	22,786-00	☐ Yes ☐ No
45.	8539733649	22/01/2022	26,583-00	☐ Yes ☐ No
46.	8539733650	22/01/2022	26,583-00	☐ Yes ☐ No
47.	8539733651	22/01/2022	26,583-00	☐ Yes ☐ No
48.			1	☐ Yes ☐ No
49.			11,69,664-00	☐ Yes ☐ No
50.				☐ Yes ☐ No
51.				☐ Yes ☐ No
52.				☐ Yes ☐ No
53.				☐ Yes ☐ No
54.				☐ Yes ☐ No
55.				☐ Yes ☐ No
56.				☐ Yes ☐ No
57.				☐ Yes ☐ No
58.				☐ Yes ☐ No
59.				☐ Yes ☐ No
60.				☐ Yes ☐ No
61.				☐ Yes ☐ No
62.				☐ Yes ☐ No
63.				☐ Yes ☐ No
64.				☐ Yes ☐ No
65.				☐ Yes ☐ No
66.				☐ Yes ☐ No
67.				☐ Yes ☐ No
68.				☐ Yes ☐ No

Internal memo no. 903/35/A
Annexure - B
RMC pour report

Company/ firm:	GV Research Centers Pvt Ltd.	Block No.:	Atrium purpose.
Project:	Innopolis	Flat / Villa no.:	
Supplier:	UltraTech concrete	Slab no.:	Slab-1
Requisition nos.:	164398	A. Estimated quantity:	530M3
PO nos.:	84673	B. Requisition quantity:	530M3
Sign of Security	Sign of Admin	Sign of Project Manger	C. Actual quantity poured
Rajesh	Sidewi	Maiky	D. Difference (C-A)
			308M3
			222M3

Details of RMC pour

Sl. No	Date	Time of dispatch from RMC plant	Time of receipt at site	Time of pour	Quantity poured	Dc No. / Batch no.	Specified wt @2400 kgs/m3	Measured weight (kgs)	Short fall in weight in kgs	Deduction for shortfall in Rs.	7 day cube test strength in kN/m2	28 days cube test strength in kN/m2
1.	22.01.2021	04:36	05:13	15:22	06	9631 ✓	14400	14590	-			
2.	22.01.2021	04:45	05:16	05:38	06	9632 ✓	14400	14950	-			
3.	22.01.2021	05:03	05:25	05:51	07	9635 ✓	16800	17370	-			
4.	22.01.2021	05:23	05:46	06:04	06	9637 ✓	14400	14680	-			
5.	22.01.2021	05:45	06:06	06:17	07	9636 ✓	16800	16820	-			
6.	22.01.2021	06:07	06:28	06:42	07	9638 ✓	16800	17070	-			
7.	22.01.2021	06:23	06:40	06:53	07	9639 ✓	16800	16810	-			
8.	22.01.2021	06:43	07:22	07:35	06	9640 ✓	14400	14850	-			
9.	22.01.2021	06:56	07:31	07:43	06	9641 ✓	14400	14560	-			
10.	22.01.2021	07:00	07:46	07:59	06	9642 ✓	14400	14480	-			
11.	22.01.2021	07:15	07:57	08:10	07	9643 ✓	16800	16670	-			
12.	22.01.2021	08:03	08:32	08:55	06	9644 ✓	14400	14600	-			
13.	22.01.2021	08:13	08:43	08:56	06	9645 ✓	14400	14490	-			
14.	22.01.2021	08:16	08:55	09:10	07	9646 ✓	16800	16970	-			
15.	22.01.2021	08:43	09:08	09:12	07	9647 ✓	16800	16970	-			

22.01.2021	08:43	09:18	09:43	06	9648 ✓	14400	14430	-			
17. 22.01.2021	09:03	09:36	09:43	07	9649 ✓	16800	17060	-			
18. 22.01.2021	09:12	09:48	09:54	07	9650 ✓	16800	16920	-			
19. 22.01.2021	09:23	09:56	10:11	06	9652 ✓	14400	14660	-			
20. 22.01.2021	09:32	09:53	10:21	06	9653 ✓	14400	14360	-			
21. 22.01.2021	09:43	10:16	10:23	07	9651 ✓	16800	16860	-			
22. 22.01.2021	10:03	10:39	10:53	07	9657 ✓	16800	17000	-			
23. 22.01.2021	10:06	10:50	10:59	07	9658 ✓	16800	16930	-			
24. 22.01.2021	10:09	10:28	10:36	07	9656 ✓	16800	16900	-			
25. 22.01.2021	10:35	11:01	11:13	06	9654 ✓	14400	14650	-			
26. 22.01.2021	09:42	10:04	10:30	07	1547 ✓	16800	17140	-			
27. 22.01.2021	09:53	10:18	10:39	07	1548 ✓	16800	17580	-			
28. 22.01.2021	10:53	11:44	11:59	06	9664 ✓	14400	14500	-			
29. 22.01.2021	11:05	11:10	11:30	06	9655 ✓	14400	14450	-			
30. 22.01.2021	11:20	11:50	12:06	07	9659 ✓	16800	17160	-			
31. 22.01.2021	11:35	11:56	12:09	06	9665 ✓	14400	14420	-			
32. 22.01.2021	13:02	13:18	13:34	06	9671 ✓	14400	14270	-			
33. 22.01.2021	12:58	13:07	13:23	06	9670 ✓	14400	14520	-			
34. 22.01.2021	13:03	13:38	13:52	06	9672 ✓	14400	14500	-			
35. 22.01.2021	12:56	13:28	13:45	07	9660 ✓	16800	16940	-			
36. 22.01.2021	13:03	13:49	13:52	07	9661 ✓	16800	17010	-			
37. 22.01.2021	13:42	14:10	14:25	07	9662 ✓	16800	16930	-			
38. 22.01.2021	14:02	14:22	14:36	07	9675 ✓	16800	16850	-			
39. 22.01.2021	14:12	14:33	14:53	07	9676 ✓	16800	16740	-			
40. 22.01.2021	14:13	14:43	14:56	06	9673 ✓	14400	14400	-			
41. 22.01.2021	14:26	14:53	15:02	06	9679 ✓	14400	14430	-			
42. 22.01.2021	14:23	14:53	15:03	07	9677 ✓	16800	16690	-			
43. 22.01.2021	14:52	15:14	15:23	07	9678 ✓	16800	15420	1380			
44. 22.01.2021	15:12	15:30	15:56	06	9680 ✓	14400	14780	-			
45. 22.01.2021	15:02	15:33	15:53	07	9682 ✓	16800	16730	-			
46. 22.01.2021	15:23	15:44	16:10	07	9683 ✓	16800	16960	-			

