

PURCHASE DIVISION  
Advice for approval for credit to supplier

(6)

|                                                                                                                                                                                                                                        |                  |                                                                                                                                                                 |             |                                                                     |                  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|---------------------------------------------------------------------|------------------|
| Date: 28/3/22                                                                                                                                                                                                                          |                  | Prepared by: Prabhakar                                                                                                                                          |             | Serial no.: - 2646                                                  |                  |
| Supplier name: elegant enterprises                                                                                                                                                                                                     |                  |                                                                                                                                                                 |             | HO inward no.                                                       |                  |
| Firm/Company: Gv Research center Pvt. Ltd.                                                                                                                                                                                             |                  | Project: Gvrc                                                                                                                                                   |             | HO received date                                                    |                  |
| PO/WO date: 21/3/22                                                                                                                                                                                                                    |                  | PO/WO No.: 86613                                                                                                                                                |             | Scan ID.                                                            |                  |
| Sl no.                                                                                                                                                                                                                                 | Bill no.         | Bill date                                                                                                                                                       | Bill amount | Original attached                                                   |                  |
| 1.                                                                                                                                                                                                                                     | EE 2122-0585     | 21/3/22                                                                                                                                                         | 8391/-      | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |                  |
| 2.                                                                                                                                                                                                                                     |                  |                                                                                                                                                                 |             | <input type="checkbox"/> Yes <input type="checkbox"/> No            |                  |
| 3.                                                                                                                                                                                                                                     |                  |                                                                                                                                                                 | /           | <input type="checkbox"/> Yes <input type="checkbox"/> No            |                  |
| 4.                                                                                                                                                                                                                                     |                  |                                                                                                                                                                 |             | <input type="checkbox"/> Yes <input type="checkbox"/> No            |                  |
| Amount A - Bills total (Excluding Transport & Hamali Charges):                                                                                                                                                                         |                  |                                                                                                                                                                 |             | 8391/-                                                              |                  |
| Proof of delivery by way of: <input type="checkbox"/> DCs/bill <input type="checkbox"/> Steel report <input type="checkbox"/> RMC pour report <input type="checkbox"/> Solid block report <input type="checkbox"/> Installation report |                  |                                                                                                                                                                 |             |                                                                     |                  |
| MRN nos.: 105096                                                                                                                                                                                                                       |                  | Proof of delivery matches MRN                                                                                                                                   |             | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |                  |
| Amount B - Other Credits : Transportation charges                                                                                                                                                                                      |                  |                                                                                                                                                                 |             | -                                                                   |                  |
| Amount C - Other Debits :                                                                                                                                                                                                              |                  |                                                                                                                                                                 |             | -                                                                   |                  |
| Amount D (D=A+B-C) - Amount to be credited to the supplier:                                                                                                                                                                            |                  |                                                                                                                                                                 |             | 8391/-                                                              |                  |
| Amount E - PO / WO value:                                                                                                                                                                                                              |                  |                                                                                                                                                                 |             | 8382/-                                                              |                  |
| Amount F - Difference (A - E):                                                                                                                                                                                                         |                  |                                                                                                                                                                 |             | -                                                                   |                  |
| Quantity received as per PO / WO                                                                                                                                                                                                       |                  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Excess received <input type="checkbox"/> Short received <input type="checkbox"/> Part received |             |                                                                     |                  |
| Close PO / WO                                                                                                                                                                                                                          |                  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No - wait for balance material <input type="checkbox"/> Other                                  |             |                                                                     |                  |
| Payment - due date                                                                                                                                                                                                                     |                  | 04/04/22                                                                                                                                                        |             |                                                                     |                  |
| Remarks: final bill                                                                                                                                                                                                                    |                  |                                                                                                                                                                 |             |                                                                     |                  |
| Approved by                                                                                                                                                                                                                            | Purchase Officer | Purchase Manager                                                                                                                                                | M D         | Accountant                                                          | Accounts Manager |
| Name:                                                                                                                                                                                                                                  |                  |                                                                                                                                                                 |             |                                                                     |                  |
| Sign:                                                                                                                                                                                                                                  |                  |                                                                                                                                                                 |             |                                                                     |                  |
| Date                                                                                                                                                                                                                                   |                  |                                                                                                                                                                 |             |                                                                     |                  |
| 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.



# Purchase Order

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22-03-2022 12:53:20 PM



86613

16.03.22 2:13:33

From Company : **G V Reserch Centers Pvt Ltd**

5-4-187/3&amp;4, II nd Floor, Soham Mansion, MG Road, Secunderabad-500003

G S T No. : 36AAHCG4562D1ZP

**Supplier Details**Elegant Enterprises  
5-4-187/7/3, Karbala Maidan, M.G.Road, Secunderbad-500003.**GSTIN** 36AJBPK0412E1ZY

66385358

9985113450/9885073880

|                   |            |        |
|-------------------|------------|--------|
| <b>Doc No</b>     | 86613      | 164754 |
| <b>Doc Date</b>   | 21-03-2022 |        |
| <b>Quote No</b>   | NIL        |        |
| <b>Quote Date</b> | 21-03-2022 |        |
| <b>SupplyType</b> | Supply     |        |

**Kind Attn : Mr.Gaurang Kadakia/Mahesh Kadakia**

Purchase Order for the Supply of following Items.

| Item Name                                                                             | Qty  | Rate   | Dis% | GST   | Amount          |
|---------------------------------------------------------------------------------------|------|--------|------|-------|-----------------|
| 1 4749 - Electrical - other - Cable Gland - NA - Nos<br>double compressor glands-28mm | 8.00 | 154.00 | 0.00 | 18.00 | 1,453.76        |
| 2 4749 - Electrical - other - Cable Gland - NA - Nos<br>double compressor glands-63mm | 8.00 | 734.00 | 0.00 | 18.00 | 6,928.96        |
| <b>Total Order Value . . .</b>                                                        |      |        |      |       | <b>8,382.72</b> |

Rupees : Eight Thousand Three Hundred Eighty Two and Paise Seventy Two Only.

**Terms and Conditions :-**

|                          |                                                                                                                                                                                                |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Specification /</b>   | As per details given in the quotation.                                                                                                                                                         |
| <b>Payment Terms</b>     | After Delivery & Production of bill                                                                                                                                                            |
| <b>Tax</b>               | GST included in above price.                                                                                                                                                                   |
| <b>Delivery Date</b>     | Same day.                                                                                                                                                                                      |
| <b>Delivery Location</b> | Innopolis<br>Sy no-542, Genome Valley, Thurkapally, Hyderabad, Telangana<br>Phone. Nagamani(Engineer) - 7981951035                                                                             |
| <b>Penalty For Delay</b> | Nil                                                                                                                                                                                            |
| <b>Transportation</b>    | Transport cost shall be borne by us.                                                                                                                                                           |
| <b>Warranty</b>          | Nil                                                                                                                                                                                            |
| <b>Advance Paid</b>      | Nil                                                                                                                                                                                            |
| <b>Other Terms</b>       | We reserve the right to reject items not conforming to quality and specifications. Above order for fire pumps connection purpose.                                                              |
| <b>Completion Date</b>   | Nil                                                                                                                                                                                            |
| <b>Measurment</b>        | Nil                                                                                                                                                                                            |
| <b>Security</b>          | Nil                                                                                                                                                                                            |
| <b>Remarks</b>           | Original invoice + Copy of proof of delivery is required to process invoice for payment. DO NOT send original invoice to site. Original invoice must be sent to HO office or purchase site off |

*Get penat locked*

Accepted the above Terms And Conditions

For **G V Reserch Centers Pvt Ltd**For **Elegant Enterprises**

Authorised Signatory

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

# Requisition Form

|                                |                              |          |            |
|--------------------------------|------------------------------|----------|------------|
| Company Name:                  | GV Research Centers Pvt Ltd. | Date:    | 21.03.2022 |
| Site & Phase:                  | Innopolis.                   | Time:    | 15:30      |
| Supplier:                      |                              | Req. No. | 164754     |
| Material required before date: |                              | ID No.   | 74848      |

| No  | Description              | Size | Quantity | Units | Inward No | Date |
|-----|--------------------------|------|----------|-------|-----------|------|
| 1.  | Double Compressor Glands | 28mm | 08       | No's  |           |      |
| 2.  | Double Compressor Glands | 63mm | 08       | No's  |           |      |
| 3.  |                          |      |          |       |           |      |
| 4.  |                          |      |          |       |           |      |
| 5.  |                          |      |          |       |           |      |
| 6.  |                          |      |          |       |           |      |
| 7.  |                          |      |          |       |           |      |
| 8.  |                          |      |          |       |           |      |
| 9.  |                          |      |          |       |           |      |
| 10. |                          |      |          |       |           |      |
| 11. |                          |      |          |       |           |      |
| 12. |                          |      |          |       |           |      |

Remarks: Towards Fire pumps connection purpose.

|              |              |              |              |
|--------------|--------------|--------------|--------------|
| Prepared By  | Ramesh reddy | Approved by  | Ramesh Reddy |
| Sign. & Date | 21.03.2022   | Sign. & Date | 21.03.2022   |

Note:



VH