

PURCHASE DIVISION
Advice for approval for credit to supplier

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Date: 18/04/22		Prepared by: Kavitha		Serial no. 3287	
Supplier name: Avighna Distributors		HO inward no.			
Firm/Company: GVDL		Project: GVDL		HO received date	
PO/WO date: 28/3/22		PO/WO No. 86837		Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	06	06/04/22	236/-	☒ Yes ☐ No	
2.				☐ Yes ☐ No	
3.			/	☐ Yes ☐ No	
4.				☐ Yes ☐ No	
Amount A – Bills total (Excluding Transport & Hamali Charges):				236/-	
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report					
MRN nos.:	105914		Proof of delivery matches MRN	☒ Yes ☐ No	
Amount B – Other Credits : Transportation charges				-	
Amount C – Other Debits :				-	
Amount D (D=A+B-C) – Amount to be credited to the supplier:				236/-	
Amount E – PO / WO value:				236/-	
Amount F – Difference (A – E).				-	
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		25/04/22			
Remarks:					
Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:					
Sign:	Kavitha				
Date	18/4/22				
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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Purchase Order

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From Company : **G V Discovery Center Pvt Ltd**
5-4-187/3&4, II nd Floor, Soham Mansion ,MG Road, Secunderabad-50001
G S T No. : 36AAHCG4940K1ZC

Supplier Details

Veerabhadra Enterprises
D.No. 3-2-188, Raja Mudaliar Street, Secunderabad - 500 003.

GSTIN 36AEMPG9276J1ZV

040 - 66338850

9246269111

Doc No	86837	196013
Doc Date	28-03-2022	
Quote No	Nil	
Quote Date	19-01-2022	
SupplyType	Supply	

Kind Attn : Mr. Venkatesh.

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 4051 - Consumables - Polythene Covers - other - pkts Dust Bin Covers	2.00	100.00	0.00	18.00	236.00
Total Order Value . . .					236.00
Rupees : Two Hundred Thirty Six Only.					

Terms and Conditions :-**Specification /** As per details given in the quotation.**Payment Terms** After Delivery & Production of bill**Tax** Inclusive of all taxes**Delivery Date** Next Day.**Delivery Location** 119, 191 Synergy Square 1

-
Phone. -

Penalty For Delay Nil**Transportation** Transport cost shall be borne by us.**Warranty** Nil**Advance Paid** Nil**Other Terms** We reserve the right to reject items not conforming to quality and specifications. Above order for Garbage cleaning Purpose**Completion Date** Nil**Measurment** Nil**Security** Nil**Remarks** Original invoice + copy of proof of delivery is required to process invoice for payment . Do not send original invoice to site. Original invoices must be sent to HO office or purchase site office. Proof of delivery /DC can be sent by email.For **G V Discovery Center Pvt Ltd**

Authorised Signatory

Name : 

Contact :-

Accepted the above Terms And Conditions

For **Veerabhadra Enterprises**

Name : _____

Date : ____/____/____

Requisition Form

[illegible]

Note: On receipt of material at site write inward number and date in last 2 columns.

