

**PURCHASE DIVISION**  
Advice for approval for credit to supplier

Date: <u>4/15/22</u>		Prepared by: <u>[Signature]</u>		Serial no. <b>3642</b>	
Supplier name: <u>Elegant Endymion</u>		Project: <u>Imperial</u>		HO inward no.	
Firm/Company: <u>QPR</u>		PO/WO date: <u>4/14</u>		HO received date	
PO/WO No.:		PO/WO No. <u>857494</u>		Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	<u>0080</u>	<u>20/4/22</u>	<u>8574-00</u>	<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):				<u>8574-00</u>	
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.:	<u>106524</u>	Proof of delivery matches MRN		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Amount B - Other Credits : Transportation charges				<u>—————</u>	
Amount C - Other Debits :				<u>—————</u>	
Amount D (D=A+B-C) - Amount to be credited to the supplier:				<u>8574-00</u>	
Amount E - PO / WO value:				<u>8573.88</u>	
Amount F - Difference (A - E):				<u>—————</u>	
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		<u>9/5</u>			
Remarks:					
Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:		<u>[Signature]</u>			
Sign:		<u>[Signature]</u>			
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.







Handwritten notes in a table format, possibly a ledger or record book. The text is faint and difficult to read, but appears to be organized into columns and rows.



# Purchase Order

Page(s) 1 Of 1

20-04-2022 1:52:38 PM

Orig



87494

04.04.22 1:33:44

From Company : **G V Reserch Centers Pvt Ltd**  
5-4-187/3&4, II nd Floor, Soham Mansion, MG Road, Secunderabad-50000  
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>	87494	164864
<b>Doc Date</b>	18-04-2022	
<b>Quote No</b>	NIL	
<b>Quote Date</b>	16-04-2022	
<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 4730 - Electrical - other - Timer - NA - nos L & T Timer-32Amps	2.00	1,500.00	0.00	18.00	3,540.00
2 4731 - Electrical - other - Contactor - NA - nos GIC FM/QT Time Switch 240V J648B1	2.00	2,133.00	0.00	18.00	5,033.88
<b>Total Order Value . . .</b>					<b>8,573.88</b>

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

## Terms and Conditions :-

<b>Specification /</b>	All items shall be of 'L&T' brand.
<b>Payment Terms</b>	After Delivery & Production of bill
<b>Tax</b>	Inclusive of all taxes
<b>Delivery Date</b>	Next Day.
<b>Delivery Location</b>	Innopolis Sy no-542, Genome Valley, Thurkapally, Hyderabad, Telangana Phone. Nagamani(Engineer) - 7981951035
<b>Penalty For Delay</b>	Nil
<b>Transportation</b>	Transport cost shall be borne by us.
<b>Warranty</b>	1 year on all items.
<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 Exhaust PHE duct ventilation purpose.
<b>Completion Date</b>	Nil
<b>Measurement</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 office. Proof of delivery/DC can be sent by email

For **G V Reserch Centers Pvt Ltd**

Authorised Signatory

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

Accepted the above Terms And Conditions

For **Elegant Enterprises**

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

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



Requisition Form

Company Name:	GV Research Centers Pvt Ltd.	Date:	16.04.2022
Site & Phase:	Innopolis.	Time:	11:20
Supplier		Req. No.	164864
Material required before date:	17.04.2022	ID No.	75639

No	Description	Size	Quantity	Units	Inward No	Date
1.	L & T timer	std	2	No.s		
2.	Connector 3 pole	32 amps	2	No.s		
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						

87494

Madhur

Remarks: Towards exhaust PHE duct ventilation purpose.

Prepared By	Akhil	Approved by	Mr. Madhur
Sign. & Date	16.04.2022	Sign. & Date	16.04.2022

Note: 15 min

**APPROVED**  
**21 APR 2022**  
 P. PRABHAKAR  
 Sr. MANAGER PURCHASE



