

PURCHASE DIVISION
Advice for approval for credit to supplier

(E)

Date: 04/05/22		Prepared by: prabhakar		Serial no. 2676	
Supplier name: Elegant Enterprises				HO inward no.	
Firm/Company		Project: Innopdice		HO received date	
PO/WO date		PO/WO No. 87813		Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	EE 2223-0043	30-4-2022	9,222	☒ Yes ☐ No	
2.				☐ Yes ☐ No	
3.				☐ Yes ☐ No	
4.				☐ Yes ☐ No	
Amount A – Bills total (Excluding Transport & Hamali Charges):					
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report					
MRN nos.:	106687			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:				9,222	
Amount E – PO / WO value:				9,222 /-	
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			09/05/22		
Remarks: final bill					
Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	prabhakar				
Sign:					
Date	04/05/22				
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.

Purchase Order

Page(s) 1 Of 1

29-04-2022 2:32:22 PM



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20.04.22 3:07:38

From Company : **G V Reserch Centers Pvt Ltd**
5-4-187/3&4, II nd Floor, Soham Mansion, MG Road, Secunderabad-500
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

Doc No 87813 164907

Doc Date 28-04-2022

Quote No NIL

Quote Date 28-04-2022

SupplyType Supply

Kind Attn : Mr.Gaurang Kadakia/Mahesh Kadakia

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 4561 - Electrical - other - Exhaust fan - other - nos SIRACCO Occaris Exhaust Fan	3.00	2,605.00	0.00	18.00	9,221.70
Total Order Value . . .					9,221.70

Rupees : Nine Thousand Two Hundred Twenty One and Paise Seventy Only.

Terms and Conditions :-

Specification / All items shall be of Havells brand

Payment Terms After Delivery & Production of bill

Tax Inclusive of all taxes

Delivery Date Next Day.

Delivery Location Innopolis
Sy no-542, Genome Valley, Thurkapally, Hyderabad, Telangana
Phone. Nagamani(Engineer) - 7981951035

Penalty For Delay Nil

Transportation Transport cost shall be borne by us.

Warranty 1yr

Advance Paid Nil

Other Terms We reserve the right to reject items not conforming to quality and specifications. Above order for 2727 electrical room purpose.

Completion Date Nil

Measurment Nil

Security Nil

Remarks

For **G V Reserch Centers Pvt Ltd**

Authorised Signatory

Accepted the above Terms And Conditions

For **Elegant Enterprises**

Name : _____

Name : _____

Date : __/__/__

Requisition Form

Company Name:		GV Research Centers Pvt Ltd.		Date:		28.04.2022	
Site & Phase:		Innopolis.		Time:		12:00	
Supplier				Req. No.		164907	
Material required before date:					ID No.		75998
No	Description	Size	Quantity	Units	Inward No	Date	
1.	Ceraco-Exhaust fans	-	03	No's			
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
Remarks: Towards 2727Electrical r pupose.							
Prepared By		Madhu		Approved by		Mr. madhu	
Sign. & Date		28.04.2022		Sign. & Date		28.04.2022	

Note:

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