PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	23/07/22	Prepared by	Prabhakar	Serial no.	6542
Supplier name	Elegant Enterprises			HO inward no.	
Firm/Company	GVRC	Project	Ennore	HO received date	
PO/WO date	8/7/22	PO/WO No.	12-CP-22	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	EE2223-0028	20/4/22	28,763.00	☐ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	28,763-00

Proof of delivery by way of: ☑ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report

MRN nos.:	106225	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:	28,763-00
Amount E – PO / WO value:	28,763-00
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	25/7
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		Prabhakar			
Sign:		APPROVED			
Date		23 JUN 2022			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

P. PRABHAKAR
MANAGER PURCHASE

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.

GSTIN: 36AJBPK0412E1ZY	☐ Orignal for Receipient	☐ Duplicate for Supplier / Transporter	☑ Triplicate for Supplier	GST INVOICE CASH | CREDIT

Elegant Enterprises

5-4-187/7/3, Karbala Maidan, Mahatma Gandhi Road, Secunderabad-500003
Phone: 040-66385358, 040-29303040 E-mail address: eleganthyd@hotmail.com
Preventers I Annunciators I Switchgears I Starters I Wires & Cables I Capacitors I Panel & Cable Accessories I Oil Seals
Step Down Transfromers I L.E.D Lights I Earthing Equpiments I Carbon Brushes I PVC Insulation Tapes I Lugs I Spares

Reverse Charge	: Nil	Transportation Mode	: Not Applicable
Invoice Number	: EE2223-0028	Vehicle/LR Number	: Not Applicable
Invoice Date	: 20 April 2022	Date of Supply	: 20 April 2022
State	: Telangana (State Code : 36)	Place of Supply	: Hyderabad

Details of Buyer I Billed to:

Name : M/s GV Research Centers Private Limited	Delivery Challan No. : Not Applicable Date : - x -
Address : 5-4-187/3 & 4, 2nd Floor, Soham Mansion, Mahatma Gandhi Road, Secunderabad - 500003	Purchase Order No. : 87343 Date : 12.04.2022
GSTIN : 36AAHCG4562D1ZP	Delivery Location : Innopolis, Sy no-542,Genome Valley,Turkapally-500078
State : Telangana (State Code : 36)	Term of Payment : ☐ Against Delivery ☐ Against Proforma Invoice ☑ Within 30 days from date of Invoice.

Sl. No.	Description of Goods	HSN/SAC	Quantity	UoM	CGST %	SGST %	IGST %	Rate	Amount
1	100mm x 50mm x 1.5mm x 30No's Cable Tray without Cover	73089090	75.00	Meter(s)	9.00	9.00	0.00	325.00	24375.00

Total Invoice Amount in Words:

Rupees: Twenty Eight Thousand Seven Hundred Sixty Three Only.

Total Amount Before Tax:	24,375.00
Add : C G S T :	2,193.75
Add : S G S T :	2,193.75
Add : I G S T :	0.00
R/o + Transportation :	0.50
Total Amount :	Rs. 28,763.00

Our Bank Details:

Name of the Bank : HDFC Bank	Account No. : 50200009719725
Branch Address : Paradise, S.D. Road, Sec-Bad-3	I F S Code : HDFC0000042

Receiver's Seal and Signature with Name & Mobile Number

Terms and Conditions :

1. Goods once sold will not be taken back of exchanged
2. Interest at 24% P. A. will be charged affter ..... Days.
3. Our risk & responsibility cease on the delivery of goods.
4. All disputes are subject to Secunderabad Jurisdiction
5. We declare that this invoice shows the actual price of the goods described and that all particulars are true & correct.

for Elegant Enterprises

Authorised Signatory

E & O. E

** Guarantee & Warranty Voids if Proper Earth Connection is not given to LED Light Fixtures.

**No Guarantee & Warranty on Breakages & Burnout.

Material Duly Checked By and Delivered to: Mr. Krishnam Raju (Driver)

Eway Bill No. Not Applicable Dated: Not Applicable

minilec | L&T SWITCHGEAR | SIEMENS | GEM | COOPER Bussmann | dowells | HMI | PHILIPS | Crompton Greaves | TEKNIC | SG | POLYCAD | Finolex Cables Limited | legrand | Capco

Head Office : Block - A ' 413 ' Shanti Bagh Apartments, 7 - 1 - 3, Begumpet, Hyderabad - 500016

IN WARD No. 96824 Date: 21/5 Sign:

Bill not received.

Form for closure of purchase order

Data required from site/engineers:

PO no.:	87343	PO date:	12/4/22	Req. no.:	164814	Advice Scan ID	

MRN nos. related to PO

- ☐ Part material received.
- ☑ Full material received.
- ☐ Material not received.
- ☐ Close PO – Balance material will be re-ordered by new requisition.
- ☐ Cancel PO. Material not required.
- ☐ Cancel PO. Material will be re-ordered by new requisition.
- ☐ Keep PO open. Material required.
- ☐ Keep PO open. Work under progress.

Remarks by engineer: Full material received.

Notes: 1. Provide details of material received by way of separate attachment. 2. Provide hardcopy of DCs/proof of delivery + PO. 3. Provide copies of invoices if available. 4. This entire set to be sent by way of hard copy to Ashaiya.

Prepared by	Sign	Date	Project manager	Sign	Date
Sridevi		29/6/22	Mallu	Mallu	29/6/22

Data required from accounts:

- ☐ Checked with E&D for receipt of bills.
- ☑ Bills not received against this PO.
- ☐ Part bill received against this PO. Bill nos.
- ☐ All bills received against this PO.
- ☐ Advance paid against this PO. Amount paid

Remarks by Accountants: Bill not received.

Notes: 1. Pos issued for false ceiling and such works may have been processed by E&D. Check before filling the above.

Prepared by	Sign	Date	Accounts manager (approval required for PO more than 10k)	Sign	Date
		6-7-22			

Advice by MD - action to be taken by purchase:

- ☐ Get certified bill from supplier (not original).
- ☐ Prepare bill in SSLLP for material supplied.
- ☐ Get proof of delivery from site.
- ☐ Barcoded PO missing – get certified copy from Accounts.
- ☐ Thereafter, prepare advice to credit to supplier and send to HO for processing.
- ☐ Close PO ☐ Keep PO open. Material awaited
- ☐ Send barcoded PO to MDs desk. PO to be closed thereafter.
- ☐ Accounts to be reconciled with supplier. Suppliers ledger required from 1.4.2021.
- ☐ Accounts to be reconciled with supplier. Suppliers ledger required from 1.4.2020.
- ☐ RMC supplier – suppliers ledger required from 1.4.2020. Process bill after thoroughly checking both the ledgers and all pour reports. Pour reports from day one to be thoroughly checked with Pos/Bills. Thereafter, prepare advice to credit to supplier and send to HO for processing. Close all open POs.
- ☐ E&D to check receipt of bill and enter comments below.
- ☐ Details of material supplied and balance material to be supplied is required.

Remarks:

Prepared by	Sign	Date

APPROVED BY
20 JUL 2022
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

Original / Office Copy / Purchase Div.Copy

 29-06-2022 13:36:27

From Company : **G V Reserch Centers Pvt Ltd**
5-4-187/3&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.	**Doc No**	87343	164814
	Doc Date	12-04-2022	
	Quote No	NIL	
	Quote Date	07-04-2022	
GSTIN 36AJBPK0412E1ZY	**SupplyType**	Supply	
66385358 9985113450/9885073880			

Kind Attn : Mr.Gaurang Kadakia/Mahesh Kadakia

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	4800 - Electrical - other - Cable Tray - NA - nos *100 x 50mm x1.5mm cable tray without cover*	75.00	325.00	0.00	18.00	28,762.50
					Total Order Value . . .	**28,762.50**

Rupees : Twenty Eight Thousand Seven Hundred Sixty Two and Paise Fifty Only.

Terms and Conditions :-

Specification / Brand	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	Innopolis Sy no-542, Genome Valley, Thurkapally, Hyderabad, Telangana Phone. Nagamani(Engineer) - 7981951035
Penality For Delay	Nil
Transportation Cost	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 AMF Cable arranging purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

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

Authorised Signatory

Name : _____

Accepted the above Terms And Conditions

For ***Elegant Enterprises***

Name : _____

Date : __/__/____

GSTIN: 36AJBPK0412E1ZY | ☐ Orignal for Receipient | ☑ Duplicate for Supplier / Transporter | ☐ Triplicate for Supplier | GST INVO / CASH | CR

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Phone: 040-66385358, 040-29303040 E-mail address: eleganthyd@hotmail.com
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Step Down Transfromers I L.E.D Lights I Earthing Equpiments I Carbon Brushes I PVC Insulation Tapes I Lugs I Spares

Reverse Charge	: Nil		
Invoice Number	: EE2223-0028	Transportation Mode	: Not Applicable
Invoice Date	: 20 April 2022	Vehicle/LR Number	: Not Applicable
State	: Telangana	Date of Supply	: 20 April 2022
State Code	: 36	Place of Supply	: Hyderabad

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Name : M/s GV Research Centers Private Limited
Address : 5-4-187/3 & 4, 2nd Floor, Soham Mansion, Mahatma Gandhi Road, Secunderabad - 500003
GSTIN : 36AAHCG4562D1ZP
State : Telangana | State Code : 36

Delivery Challan No. : Not Applicable | Date : - x -
Purchase Order No. : 87343 164814 | Date : 12.04.20
Delivery Location : Innopolis, Sy no-542,Genome Valley,Turkapally-500078
Term of Payment : ☐ Against Delivery ☐ Against Proforma Invoice ☑ Within 30 days from date of Invoice.

Sl No	Description of Goods	HSN/SAC	Quantity	UoM	CGST %	SGST %	IGST %	Rate	Amount
1	100mm x 50mm x 1.5mm x 30No's Cable Tray without Cover	73089090	75.00	Meter(s)	9.00	9.00	0.00	325.00	24375

INWARD
Inward No: 8978 Dt: 20/4
MRN No: 10622 Dt: 21/4/22
Received By: Sign:
Genome Valley Research Center Pvt. Ltd

Elegant Enterprises ** Secunderabad

Total Invoice Amount in Words:

Rupees: Twenty Eight Thousand Seven Hundred Sixty Three Only.

Total Amount Before Tax:	24,375
Add : CGST :	2,19
Add : SGST :	2,19
Add : IGST :	(
R/o + Transportation :	(
Total Amount :	Rs. 28,763

Our Bank Details:

Name of the Bank : HDFC Bank
Branch Address : Paradise, S.D. Road, Sec-Bad-3
Account No. : 50200009719725
IFS Code : HDFC0000042

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5. We declare that this invoice shows the actual price of the goods described and that all particulars are true & correct.

for Elegant Enterprises
Authorised Signatory

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E &
**No Guarantee & Warranty on Breakages & Burn

Material Duly Checked By and Delivered to: Mr. Krishnam Raju {Driver}
Eway Bill No. Not Applicable Dated: Not Applicab

Havells | L&T Electrical & Automation | SIEMENS | BEM | Cooper Bussmann | dowells | HMI | PHILIPS | Crompton Greaves | TEKNIC | SG | POLYCAB | Finolex Cables Limited | legrand | Capc

8978