

PURCHASE DIVISION
Advice for approval for credit to supplier

16101

Date: 05/04/23		Prepared by: V. RAVI		Serial no. 16101	
Supplier name: Elgail Enterprises				HO inward no.	
Firm/Company: G.V.D.C		Project: Genopolis		HO received date	
PO/WO date: 22.06.22		PO/WO No.: 89340		Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	EE 2223 - 0136	22.06.22	620.00	☒ Yes ☐ No	
2.				☐ Yes ☐ No	
3.				☐ Yes ☐ No	
4.				☐ Yes ☐ No	
Amount A - Bills total (Excluding Transport & Hamali Charges):				620.00	
Proof of delivery by way of: ☒ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report					
MRN nos.:	108863		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:				620.00	
Amount E - PO / WO value:				620.00	
Amount F - Difference (A - E):				Nil	
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		06/04/23			
Remarks: final bill & close this po.					
Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:					
Date		05/04/23.			
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.



Form for closure of purchase order

PO no.: 89340	PO date: 22.06.22	Req. no.: 196110	Advice Scan ID	
Barcoded PO available ☐ Y/ ☒ N	Invoice original available ☐ Y/ ☐ N	Copy available ☒ Y/ ☐ N	POD available ☒ Y/ ☐ N	
Data required from site/engineers:				
MRN nos. related to PO	108863 & Site forward no: 1455 dtd 23.06.22			
☐ 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:				
Notes: 1. Provide details of material received by way of separate attachment. 2. Provide scanned copy of DCs/proof of delivery + PO. 3. Provide copies of invoices if available. 4. This entire set to be scanned and sent to Ravi.				
Prepared by: Narsim Rao	Sign: [Signature]	Date: 04.04.23.		
Data required from accounts:				
☐ Checked with E&D for receipt of bills.				
☒ Bills not received against this PO.	☐ Part bill received against this PO.	☐ All bills received against this PO.		
☐ Advance paid against this PO	Amount paid:	Date of payment:		
Details of part bill received:				
Sl. No.	Bill no.	Bill date	Bill amount	Cr. given to supplier
1.				
2.				
3.				
4.				
5.				
6.				
Remarks by Accountants:				
Prepared by: Sangueth	Sign: [Signature]	Date: 04.04.23		
Notes: 1. POs/WOs issued for turnkey works - may have been processed by E&D. Check before filling the above.				
Prepared by:	Sign:	Date:		
Remarks by Ravi + details of bills to be approved:				
Sl. No.	Bill no.	Bill date	Bill amount	MRN no.
1.	EE 2223 - 0136	22.06.22	620.00	108863
2.				
3.				
Remarks: Need MD's Approval for enclosed certified true copy.				
Prepared by: Ravi	Sign: V. Rao	Date: 04.04.23.		
Advice by MD - action to be taken.				
☒ Get certified bill from supplier (not original).		☐ Prepare bill in SSLLP for material supplied.		
☐ Thereafter, prepare advice for credit to supplier and send to Soham for processing.				
☒ Close PO		☐ Keep PO open. Material awaited		
☐ Accounts to be reconciled with supplier. Get supplier's ledger.				
Remarks:				
Approved by: Soham	Sign:	Date:		

APPROVED BY
- 6 APR 2023
SOHAM MODI
MANAGING DIRECTOR

Form for closure of purchase order

Acquired from site/engineers:

89340	PO date: 22-6-2022	Req. no: 196110	Advice Scan ID
AN 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 Asharya.			
Prepared by	Sign	Date	Project manager Sign Date
		30/03/2023	K. Narsinga Rao
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:			
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
Advice by MD - action to be taken by purchase:			
☐	Get certified bill from supplier (not original).		
☐	Prepare bill in SSLP 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	

Material Receipts Form

PO Doc No 89340

MRN Doc ID 108863

DC No 8136

MRN Date 24-06-2022

DC Date 24-06-2022

Remarks

In Time 10:00

Vehicle No TS10UB8367

Delivered By Krishnamraju

Received By Security

Inward No 1455

Inward Date 23-06-2022

New DC

Edit

Save

Close

Company Name : C V Discovery Center Pvt Ltd

Project Name : Cenopolis

Supply Type : Supply

Quote No : NIL

Quote Date : 17-06-2022

Supplier Name : Elegant Enterprises

Contact Person : Mr Gaurang Kadakia, Manesh Kadakia

Address : 5-4-187/7/3, Karbala Maidan, M.C.Road, Secunderbad-

Phone : 66385358

PDF Name: PO89340DC8136MR108863

SNo	Category	Item Name	Ord Qty	DC Qty	Status	Balance	Recd Qty	Rate
	Electrical - other	4552 - Electrical - other - Surface Box - 6way - nos	10	10	Not Closed	0	10	0.00

Purchase Order

Page(s) 1 Of 1

30-08-2023 11:21:35

Original : Office Copy : Purchase Div Copy

From Company : **G V Discovery Center Pvt Ltd**
5-4-187/3&4, II nd Floor, Soham Mansion ,MG Road, Secunderabad-50003
G S T No. : 36AAHCG4940K1ZC

Supplier Details			
Elegant Enterprises		Doc No	89340 196110
5-4-187/7/3,Karbala Maidan, M.G.Road, Secunderbad-500003.		Doc Date	22-06-2022
		Quote No	NIL
GSTIN 36AJBPK0412E1ZY		Quote Date	17-06-2022
66385358	9985113450/9885073880	SupplyType	Supply

Kind Attn : Mr.Gaurang Kadakia/Mahesh Kadakia

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1.4652 - Electrical - other - Surface Box - 6way - nos	10.00	52.53	0.00	18.00	619.85
Total Order Value . . .					619.85

Rupees : Six Hundred Nineteen and Paise Eighty Five Only.

Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	After delivery of all materials & production of bill.
Tax	Inclusive of all taxes
Delivery Date	Next Day.
Delivery Location	119, 191 Synergy Square 1 Synergy Square 1, Genome Valley, Shameerpet, Hyderabad-78 Phone, -
Penalty For Delay	Nil
Transportation	Transport cost shall be borne by us.
Warranty	1 year
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for site use purpose.
Completion Date	NA
Measurment	Nil
Security	Nil
Remarks	

For **G V Discovery Center Pvt Ltd**
Authorised Signatory

Accepted the above Terms And Conditions
For **Elegant Enterprises**

Name

Name

Date

