

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

Date: 17/4/23		Prepared by: <i>[Signature]</i>		Serial no.	
Supplier name: EMANDI ENTERPRISES		Project: G.V. Discovery Center PVT LTD		HO inward no.	
Firm/Company: G.V. Discovery Center PVT LTD		PO/WO No. 29057		HO received date	
PO/WO date: 29/3/23		Scan ID.			
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	012	16/4/23	28521	<input 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):					
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:	20230418017		Proof of delivery matches MRN	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Amount B - Other Credits : Transportation charges					
Amount C - Other Debits :					
Amount D (D=A+B-C) - Amount to be credited to the supplier:					
Amount E - PO / WO value:					
Amount F - Difference (A - E):					
Quantity received as per PO /WO			<input type="checkbox"/> Yes <input type="checkbox"/> Excess received <input type="checkbox"/> Short received <input type="checkbox"/> Part received		
Close PO / WO			<input type="checkbox"/> Yes <input type="checkbox"/> No - wait for balance material <input type="checkbox"/> Other		
Payment - due date					
Remarks:					
Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	<i>[Signature]</i>	<i>[Signature]</i>			
Sign:	<i>[Signature]</i>	<i>[Signature]</i>			
Date:	17/4/23				
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 weightment 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

Original

From Company:	GV Discovery Centre Pvt. Ltd., 5-4-187/3&4, IInd Floor, Soham Mansion, M.G. Road Secunderabad, TELANGANA, 500003 GSTNO:36AAHCG4940K1ZC	Delivery Location:	Genopolis Plot No.1A, Synergy Square 1, Genome Valley, Shamirpet Hyderabad, Telangana, 500078 Subba Reddy, 7674808777
---------------	---	--------------------	--

Supplier Details		PO No	20230329057	Quote No	
Emandi Enterprises Plot no. 179, H.no. 29-1384/2/4/1, road no.7, Deen Dayal Nagar Neredmet, Malkajgiri Hyderabad, TG, 500015 GSTIN:36BBJPR6606L1Z4 Mr.Hari,9000753753		PO Date	29 Mar 2023	Quote Date	30 Mar 2023
		Supply Type		Requisition Num	20230327030

SNo.	Item Name	Addl Spec	Qty	Rate	Dis%	Taxable Amount	GST%			Amount
							IGST%	CGST%	SGST%	
1	PROM6754-Promotions-Foam Board---A3 5mm-Nos		30.00	305.00	0%	9,150	0%	9%	9%	10,797
2	PROM2263-Promotions-Foam Board---A0 5mm-Nos		6.00	2,300.00	0%	13,800	0%	9%	9%	16,284
3	PROM9487-Promotions-Foam Board---A1 5mm-Nos		1.00	1,220.00	0%	1,220	0%	9%	9%	1,440
<b>Total Amount ...</b>							0	2,175	2,175	28,521

Rupees in words : Twenty Eight Thousands Five Hundred And Twenty One Only.

Terms and Conditions:-

Additional Specifications	Foam Boards
Tax :	Inclusive of GST and other taxes.
Delivery Date :	Within ____ days of PO
Delivery Location :	As given above.
Transport:	By Vendor or Purchaser