

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		6/7/2020		Prepared by:		K. R. Charyulu	
PO/WO no.		67972		PO / WO Date.		16/5/2020	
Supplier Name		Gautham Enterprises		PO/WO amount		3,725/-	
Firm/Company		GVRCL		Project		Innovolis	
Sl. No.	Bill No.	Bill Date	Bill amount				
1.	167	24/6/2020	3,725/-				
2.							
3.							
Amount A – Bills total(Excluding Transport & Hamali Charges):			3,725/-				
Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN			
1.			80493	<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 B –Other Credits :			—				
Amount C –Other Debits :			—				
Amount D (D=A+B-C) – Amount to be credited to the supplier:			3,725/-				
Amount E – PO / WO value:			3,725/-				
Amount F – Difference (A – E):			—				
Quantity received as per PO /WO			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Excess received <input type="checkbox"/> Short received <input type="checkbox"/> Other (explained below)				
Is difference between PO / Bill acceptable?			<input type="checkbox"/> Yes <input type="checkbox"/> No (explained below)				
Excess / short material received			<input checked="" type="checkbox"/> Approved – within acceptable limits <input type="checkbox"/> No (explained below)				
Close PO / W?O			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No – wait for balance material <input type="checkbox"/> No (explained below)				
Advance paid / PDC given (deduct when paying)			<input type="checkbox"/> Yes – Rs. ___/- <input type="checkbox"/> No				
Payment – due date			13/7/2020				
Remarks:							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
Date	6/7/2020	6/7	06 JUL 2020				

Notes: 1. In case amount to be credited to supplier and the bills total does not match prepare JV for debit or credit. 2. Attach additional sheets if quantity of bills or DCs is more than the space provided. Clearly mark the space provided with 'see attachment'. 3. Purchase Officer can approve Pos/Wos upto Rs. 5,000/-, Purchase Manager and Procurement Manager to approve all bills from 5,000/- to 1,00,000/- . 4. Attach JV, Office copy of PO/WO, DCs and bills to this advice. 5. In Amount A, exclude transport, Hamali charges, etc and instead include in Amount B. 6. To be approved by accounts manager if bill value exceeds Rs. 10,000/- 7. MD to approve all bills above 1,00,000/-

Purchase Order

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15-06-2020 10:01:15

Or

67972
03.06.20 12:48:14

From Company : **G V Reserch Centers Pvt Ltd**
5-4-187/3&4, II nd Floor, Soham Mansion, MG Road, Secunderabad-50006
G S T No. : 36AAHCG4562D1ZP

Supplier Details

Gautham Enterprises
Shop No. 1-10-98/19, Begumpet, behind Panthalooms, Sec-Bad

GSTIN 36ADIPA9683N12W NA
2776-3763 / 6633-8763 9848035963

Doc No	67972	163044
Doc Date	16-05-2020	
Quote No	Nil	
Quote Date	16-05-2020	
SupplyType	Supply	

Kind Attn : Mr.Venkatesh Goud / Mrs. Saritha

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 4011 - Consumables - Coffee Powder - NA - kgs	5.00	420.00	0.00	0.00	2,100.00
2 4060 - Consumables - Tea Powder - NA - kgs Lemon	5.00	325.00	0.00	0.00	1,625.00
Total Order Value . . .					3,725.00

Rupees : Three Thousand Seven Hundred Twenty Five Only.

Terms and Conditions :-

Specification / Brand All items shall be of 'Nestle' 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. 9502211011
Penalty 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 staff using purpose.
Completion Date Nil
Measurement Nil
Security Nil
Remarks

For **G V Reserch Centers Pvt Ltd**

Authorised Signatory

Name : _____

[Signature]
15/06/2020

Name : _____

Accepted the above Terms And Conditions

For **Gautham Enterprises**

Date : ___/___/___

PO 67972

Requisition Form

Company Name:		GVRC		Date:	13.06.2020	
Site & Phase :		INNOPOLIS		Time:	13.20	
Supplier				Req. No.	163044	
Material required before date:		Urgent		ID No.	57618	
No	Description	Size	Quantity	Units	Inward No	Date
1	Coffee powder	1kg	5	Pkts		
2	Tea powder	1kg	5	Pkts		
3						
4						
5						
6						
7						
8						
9						
10						
Remarks : FOR SITE USE PURPOSE						
Prepared By		Harini.P		Approved by		Venkatesh.G
Sign.& Date		13.06.2020		Sign. & Date		13.06.2020

APPROVED
3 JUN 2020
MINISH PARIKH
MANAGER PROCUREMENT

Note: On receipt of material at site write inward number and date in last 2 columns.