

PURCHASE DIVISION  
Advice for approval for credit to supplier

24

|                                                               |                  |                  |                     |                                                                                                                                                                           |                             |            |                  |
|---------------------------------------------------------------|------------------|------------------|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|------------|------------------|
| Date:                                                         |                  | 23/9/20          |                     | Prepared by:                                                                                                                                                              |                             | 7/9/20     |                  |
| PO/WO no.                                                     |                  | 70153            |                     | PO / WO Date.                                                                                                                                                             |                             | T. Shastri |                  |
| Supplier Name                                                 |                  | Elegit Entry.    |                     | PO/WO amount                                                                                                                                                              |                             | 6018       |                  |
| Firm/Company                                                  |                  | WRC              |                     | Project                                                                                                                                                                   |                             | Z-rod      |                  |
| Sl. No.                                                       | Bill No.         | Bill Date        |                     | Bill amount                                                                                                                                                               |                             |            |                  |
| 1.                                                            |                  |                  |                     |                                                                                                                                                                           |                             |            |                  |
| 2.                                                            | 2021-0062        | 9/8/20           |                     | 6018                                                                                                                                                                      |                             |            |                  |
| 3.                                                            |                  |                  |                     |                                                                                                                                                                           |                             |            |                  |
| 4.                                                            |                  |                  |                     |                                                                                                                                                                           |                             |            |                  |
| Amount A – Bills total(Excluding Transport & Hamali Charges): |                  |                  |                     | Rs. 13,027/-                                                                                                                                                              |                             |            |                  |
| Sl. No.                                                       | DC No            | DC. Date         | MRN No.             | DC matches MRN                                                                                                                                                            |                             |            |                  |
| 1.                                                            |                  |                  |                     | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No                                                                                                       |                             |            |                  |
| 2.                                                            |                  |                  | 82986               | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No                                                                                                       |                             |            |                  |
| 3.                                                            |                  |                  |                     | <input type="checkbox"/> Yes <input type="checkbox"/> No                                                                                                                  |                             |            |                  |
| Amount B – Other Credits :                                    |                  |                  |                     | <input type="checkbox"/> Yes <input type="checkbox"/> No                                                                                                                  |                             |            |                  |
| Amount C – Other Debits :                                     |                  |                  |                     | -                                                                                                                                                                         |                             |            |                  |
| Amount D (D=A+B-C) – Amount to be credited to the supplier:   |                  |                  |                     | -                                                                                                                                                                         |                             |            |                  |
| Amount E – PO / WO value:                                     |                  |                  |                     | 6018                                                                                                                                                                      |                             |            |                  |
| Amount F – Difference (A – E):                                |                  |                  |                     | 6018                                                                                                                                                                      |                             |            |                  |
| 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No (explained below)                                                                                     |                             |            |                  |
| Excess / short material received                              |                  |                  |                     | <input 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 checked="" type="checkbox"/> No                                                                                              |                             |            |                  |
| Payment – due date                                            |                  |                  |                     | 25/9/20                                                                                                                                                                   |                             |            |                  |
| Remarks:                                                      |                  |                  |                     |                                                                                                                                                                           |                             |            |                  |
|                                                               |                  |                  |                     |                                                                                                                                                                           |                             |            |                  |
| Approved by                                                   | Purchase Officer | Purchase Manager | Procurement Manager | MD                                                                                                                                                                        | Accounts – receiver of bill | Accountant | Accounts Manager |
| Sign:                                                         |                  |                  |                     |                                                                                                                                                                           |                             |            |                  |
| Date                                                          | 23/9/20          |                  |                     |                                                                                                                                                                           |                             |            |                  |

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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07-09-2020 2:02:51 PM

Original



70153

03.09.20 11:50:23

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.

**GSTIN** 36AJBPK0412E1ZY

66385358

9985113450/9885073880

|                   |            |        |
|-------------------|------------|--------|
| <b>Doc No</b>     | 70153      | 163160 |
| <b>Doc Date</b>   | 07-09-2020 |        |
| <b>Quote No</b>   | Nil        |        |
| <b>Quote Date</b> | 07-09-2020 |        |
| <b>SupplyType</b> | Supply     |        |

**Kind Attn : Mr.Gaurang Kadakia/Mahesh Kadakia**

Purchase Order for the Supply of following Items.

| Item Name                                                                 | Qty    | Rate  | Dis% | GST   | Amount   |
|---------------------------------------------------------------------------|--------|-------|------|-------|----------|
| 1 4696 - Electrical - wires - Copper flat wire - NA - mtrs<br>2.5sq mm 3c | 100.00 | 51.00 | 0.00 | 18.00 | 6,018.00 |
| Total Order Value . . .                                                   |        |       |      |       | 6,018.00 |

Rupees : Six Thousand Eighteen Only.

### Terms and Conditions :-

**Specification / Brand** All items shall be of South King brand

**Payment Terms** On complete delivery of all materials only !

**Tax** GST included in above price.

**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. Payment as per actual wgmt. Above order for site motors & machine connection 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**

Date : \_\_/\_\_/\_\_

### Requisition Form

| Company Name:                                               |                     | GVRC        |          | Date:        |           | 04.09.2020  |       |
|-------------------------------------------------------------|---------------------|-------------|----------|--------------|-----------|-------------|-------|
| Site & Phase :                                              |                     | INNOPOLIS   |          | Time:        |           | 11:30       |       |
| Supplier                                                    |                     |             |          | Req. No.     |           | 163160      |       |
| Material required before date:                              |                     |             | urgent   |              | ID No.    |             | 59637 |
| No                                                          | Description         | Size        | Quantity | Units        | Inward No | Date        |       |
| 1                                                           | 3 core Copper Cable | (2.5 sq mm) | 100      | mtr          |           |             |       |
| 2                                                           |                     |             |          |              |           |             |       |
| 3                                                           |                     |             |          |              |           |             |       |
| 4                                                           |                     |             |          |              |           |             |       |
| 5                                                           |                     |             |          |              |           |             |       |
| 6                                                           |                     |             |          |              |           |             |       |
| 7                                                           |                     |             |          |              |           |             |       |
| 8                                                           |                     |             |          |              |           |             |       |
| 9                                                           |                     |             |          |              |           |             |       |
| Remarks : For site motors & machine connection use purpose. |                     |             |          |              |           |             |       |
| Prepared By                                                 |                     | Radhika     |          | Approved by  |           | VENKATESH.G |       |
| Sign. & Date                                                |                     | 04.09.2020  |          | Sign. & Date |           | 04.09.2020  |       |

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



## Purchase Order

Page(s) 1 Of 1

07-09-2020 10:28:14 AM

Original / Office Copy / Purchase Div.Copy

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.

**GSTIN** 36AJBPK0412E1ZY

66385358

9985113450/9885073880

|                   |            |        |
|-------------------|------------|--------|
| <b>Doc No</b>     | 70153      | 163160 |
| <b>Doc Date</b>   | 07-09-2020 |        |
| <b>Quote No</b>   | Nil        |        |
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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. Payment as per actual wgmt. Above order for site motors & machine connection Purpose.**Completion Date** Nil**Measurment** Nil**Security** Nil**Remarks**

APPROVED BY  
07 SEP 2020  
SOHAM MODI  
MANAGING DIRECTOR

For **G V Reserch Centers Pvt Ltd**

Authorised Signatory

Accepted the above Terms And Conditions

For **Elegant Enterprises**

Name : \_\_\_\_\_

Name : \_\_\_\_\_

Date : \_\_/\_\_/\_\_