

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

|                                                                     |                  |                                                                                                                                                                           |                     |
|---------------------------------------------------------------------|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| Date: 09/01/20                                                      |                  | Prepared by: K. K. K.                                                                                                                                                     |                     |
| PO/WO no. 78242                                                     |                  | PO / WO Date. 23/12/20                                                                                                                                                    |                     |
| Supplier Name Elegant Enterprises                                   |                  | PO/WO amount 543/-                                                                                                                                                        |                     |
| Firm/Company G.V. Discovery Centre Pvt. Ltd                         |                  | Project Synergy 119,191                                                                                                                                                   |                     |
| Sl. No.                                                             | Bill No.         | Bill Date                                                                                                                                                                 | Bill amount         |
| 1                                                                   | 340              | 26/12/20                                                                                                                                                                  | 543/-               |
| 2                                                                   |                  |                                                                                                                                                                           |                     |
| 3                                                                   |                  |                                                                                                                                                                           |                     |
| 4                                                                   |                  |                                                                                                                                                                           |                     |
| Amount A - Bills total(Excluding Transport & Hamali Charges): 543/- |                  |                                                                                                                                                                           |                     |
| Sl. No.                                                             | DC No.           | DC. Date                                                                                                                                                                  | MRN No.             |
| 1.                                                                  |                  |                                                                                                                                                                           | 87110               |
| 2.                                                                  |                  |                                                                                                                                                                           |                     |
| 3.                                                                  |                  |                                                                                                                                                                           |                     |
| Amount B - Other Credits : Transportation charges -                 |                  |                                                                                                                                                                           |                     |
| Amount C - Other Debits : -                                         |                  |                                                                                                                                                                           |                     |
| Amount D (D=A+B-C) - Amount to be credited to the supplier: 543/-   |                  |                                                                                                                                                                           |                     |
| Amount E - PO / WO value: 543/-                                     |                  |                                                                                                                                                                           |                     |
| Amount F - Difference (A - E): GST-18% -                            |                  |                                                                                                                                                                           |                     |
| 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 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                                                  |                  | 15/01/20                                                                                                                                                                  |                     |
| Remarks:                                                            |                  |                                                                                                                                                                           |                     |
| Approved by                                                         | Purchase Officer | Purchase Manager                                                                                                                                                          | Procurement Manager |
| Sign:                                                               |                  |                                                                                                                                                                           |                     |
| Date                                                                | 09/01/20         | 12 JAN 2021                                                                                                                                                               |                     |
|                                                                     |                  | MINISH PARIKH                                                                                                                                                             |                     |
|                                                                     |                  | MANAGER PROCUREMENT                                                                                                                                                       |                     |

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. 10,000/-, Purchase Manager or Procurement Manager to approve all bills from 10,000/- 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

Page(s) 1 Of 1

24-12-2020 10:37:22

Original



73242

23.12.20 11:29:46

From Company : **G V Discovery Center Pvt Ltd**  
5-4-187/384, II nd Floor, Soham Mansion ,MG Road, Secunderabad-50003  
G S T No. : 36AAHCG4940K1ZC

**Supplier Details**

Elegant Enterprises  
5-4-187/7/3, Karbala Maidan, M.G.Road, Secunderbad-500003.

|            |            |       |
|------------|------------|-------|
| Doc No     | 73242      | 13133 |
| Doc Date   | 23-12-2020 |       |
| Quote No   | Nil        |       |
| Quote Date | 23-12-2020 |       |
| SupplyType | Supply     |       |

**GSTIN** 36AJBPK0412E1ZY

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 4646 - Electrical - other - Spike buster - NA - nos | 1.00 | 460.00 | 0.00 | 18.00 | 542.80 |
| Total Order Value . . .                               |      |        |      |       | 542.80 |

Rupees : Five Hundred Forty Two and Paise Eighty Only.

**Terms and Conditions :-****Specification / Brand** All items shall be of 'Anchor' brand**Payment Terms** After Delivery & Production of bill**Tax** Inclusive of all taxes**Delivery Date** Next Day.**Delivery Location** 119, 191 Synergy Square 1

Phone.

**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 Site office purpose.**Completion Date** Nil**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 : \_\_/\_\_/\_\_

Contact