

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		29/01/21		Prepared by:		D.SOWMYA	
PO/WO no.		73989		PO / WO Date.		20/01/21	
Supplier Name		Elegant Enterprises		PO/WO amount		6,254/-	
Firm/Company		Gr Discovery Centre Pvt. Ltd		Project		119,191 Synergy Square 1	
Sl. No.	Bill No.	Bill Date		Bill amount			
1	390	21/01/21		6,524/-			
2							
3							
4							
Amount A – Bills total(Excluding Transport & Hamali Charges):						6,524/-	
Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN			
1.			83871	☒ Yes ☐ No			
2.				☐ Yes ☐ No			
3.				☐ 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:						6,524/-	
Amount E – PO / WO value:						6,524/-	
Amount F – Difference (A – E): GST-18%						-	
Quantity received as per PO /WO			☒ Yes ☐ Excess received ☐ Short received ☐ Other (explained below)				
Is difference between PO / Bill acceptable?			☐ Yes ☐ No (explained below)				
Excess / short material received			☐ Approved within acceptable limits ☐ No (explained below)				
Close PO / W?O			☒ Yes ☐ No – wait for balance material ☐ No (explained below)				
Advance paid / PDC given (deduct when paying)			☐ Yes – Rs. /- ☒ No				
Payment – due date			23.1.2021 05/02/21				
Remarks:							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	K. S. S. S.						
Date	29/01/21	28/1/21					

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

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21-01-2021 2:27:04 PM



73989

16.01.21 10:36:45

From Company : **G V Discovery Center Pvt Ltd**
5-4-187/3&4, II nd Floor, Soham Mansion ,MG Road, Secunderabad-500
G S T No. : 36AAHCG4940K1ZC

Supplier Details

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

GSTIN 36AJBPK0412E1ZY

66385358

9985113450/9885073880

Doc No	73989	13150
Doc Date	20-01-2021	
Quote No	Nil	
Quote Date	20-01-2021	
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 4695 - Electrical - wires - Copper flat wire - 3core - mtrs 2.5 sq mm	100.00	53.00	0.00	18.00	6,254.00
Total Order Value . . .					6,254.00

Rupees : Six Thousand Two Hundred Fifty Four Only.

Terms and Conditions :-

Specification / All items shall be of SouthKing 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 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 receipt of material. Above order for submersible pump fixing purpose

Completion Date Nil

Measurment Nil

Security Nil

Remarks

For **G V Discovery Center Pvt Ltd**

Authorised Signatory

Name : _____

Accepted the above Terms And Conditions

For **Elegant Enterprises**

Date : __/__/__

Requisition Form

Company Name:		GVDC		Date:		16.01.2021	
Site & Phase :		SYNERGY 119,191		Time:		15:00 Hrs	
				Req. No.		13150	
Material required before date:			Urgent		ID No.		63133
No	Description	Size	Quantity	Units	Inward No	Date	
1	MCB Single Pole - 73987	16A	12	Nos			
2	3 Core Cable 73989	4 Sq mm	100	Meters			
3	Recron Bag -	STD	01	Nos			
4	Sleeves 73988	6"	17	Meters			
5							
6							
7							
Remarks: For Borewell & Plinth Beams purpose.							
Prepared By:		G Rajesh Babu		Approved by			
Sign. & Date		16.01.2021		Sign. & Date			

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

