

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		8/2/21		Prepared by:		PRABHAKAR	
PO/WO no.		74078		PO / WO Date.		22-1-21	
Supplier Name		Elegant Enterprises		PO/WO amount		1,152.62	
Firm/Company		GVRG Ret. 4th		Project		Imperial	
Sl. No.	Bill No.	Bill Date		Bill amount			
1	EE2021-0393	22-1-21		1,152.60			
3							
4							
Amount A – Bills total(Excluding Transport & Hamali Charges):						1,152.60	
Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN			
1.	/	/	/	☒ 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:						1,152.60	
Amount E – PO / WO value:						1,152.60	
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			8/2/21				
Remarks:							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
Date							

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

22-01-2021 4:50:08 PM

Orig

74078

16.01.21 10:57:50

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, Secunderabad-500003.

GSTIN 36AJBPK0412E1ZY

66385358

9985113450/9885073880

Doc No	74078	163324
Doc Date	22-01-2021	
Quote No	Nil	
Quote Date	22-01-2021	
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 4638 - Electrical - other - Power plug - 16A - nos	6.00	110.00	0.00	18.00	778.80
2 4652 - Electrical - other - Surface Box - 6way - nos	6.00	52.80	0.00	18.00	373.82
Total Order Value . . .					1,152.62
Rupees : One Thousand One Hundred Fifty Two and Paise Sixty Two Only.					

Terms and Conditions :-**Specification /** As per details given in the quotation.**Payment Terms** After delivery of all materials & 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** Transport cost shall be borne by us.**Warranty** 1 year**Advance Paid** Nil

Other Terms We reserve the right to reject items not conforming to quality and specifications. Above order for 2727 columns 05 % slab 06 electrical connection work purpose.

Completion Date NA**Measurment** Nil**Security** Nil**Remarks**For **G V Reserch Centers Pvt Ltd**

Authorised Signatory

Accepted the above Terms And Conditions

For **Elegant Enterprises**

Name :

Name :

Date : _/_/_

Requisition Form

Company Name:		GVRC		Date:		20.01.21	
Site & Phase :		INNOPOLIS		Time:		15.00	
Supplier				Req. No.		163324	
Material required before date:		Urgent		ID No.		63241	
No	Description	Size	Quantity	Units	Inward No	Date	
1	Aluminium Service Wire	2.5 Sq mm	02	Bundles			
2	Power Plugs	16 Amps	06	Nos			
3	Surface Box 06 Model	-	06	Nos			
4	16 amps Socket	-	12	Nos			
5	16 amps Switch	-	12	Nos			
6	06 Modular Plate	-	06	Nos			
7	Insulation Tape	-	01	Box			
8	Hexablade (Two Side)	-	01	Box			
10							
Remarks : For 2727 Column 05 & Slab 06 Electrical Connection Work Purpose.							
Prepared By		Rahul.T		Approved by		Venkatesh.G	
Sign. & Date		20.01.21		Sign. & Date		20.01.21	

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

APPROVED
22 JAN 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE