

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		16-02-21		Prepared by:		PRABHAKAR.P	
PO/WO no.		73946		PO / WO Date.		19-1-21	
Supplier Name		SIDDARTH ENTERPRISES		PO/WO amount		4,389-60	
Firm/Company		G V Research Centers Pvt Ltd.		Project		Innopolis	
Sl. No.		Bill No.		Bill Date		Bill amount	
1		4896		09-02-21		4,389-00	
2							
3							
Amount A – Bills total(Excluding Transport & Hamali Charges):						4,389-00	
Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN			
1.			88533	☒ 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:							
4,389-00							
Amount E – PO / WO value:							
4,389-60							
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				22-02-21			
Remarks							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
Date		16/2/21					

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/-

Ph :040 2790 6453
Mobile: 9949966500

1-35-513,Ground & First Floor,
Rasoolpura,Begumpet,Secunderabad-500003
Email id : siddartherprisess@yahoo.in

Reg: 163320/73946.

[illegible]

Purchase Order

Page(s) 1 Of 1

19-Jan-21 11:43:08 AM

Orig

73946

16.01.21 10:36:45

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

Siddarth Enterprises
1-35-513, Groung floor&First floor, Rasoolpura, Begumpet,
Secunderbad-500003

GSTIN 36ABFFS3664J1ZT

040-27906453

9949966500

Doc No	73946	163320
Doc Date	19-01-2021	
Quote No	Nil	
Quote Date	19-01-2021	
SupplyType	Supply	

Kind Attn : Mr.P.Rammohan

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 5502 - Furniture - Chairs - NA - nos Nilkamal	10.00	372.00	0.00	18.00	4,389.60
Total Order Value . . .					4,389.60
Rupees : Four Thousand Three Hundred Eighty Nine and Paise Sixty Only.					

Terms and Conditions :-

Specification / Brand All items shall be of "Neelkamal" brand, with Arm Chair, white colour, CHR 2107 model

Payment Terms 1005 advance payment

Tax GST included in above price.

Delivery Date With in 4 days

Delivery Location Innopolis
Sy no-542, Genome Valley, Thurkapally, Hyderabad, Telangana
Phone. 9502211011

Penalty For Delay Nil

Transportation Cost Extra as per actuals

Warranty 1 year guaranty with free replacement in case of mfg. defects.

Advance Paid Rs. 4390-00 by cheque

Other Terms We reserve the right to reject items not conforming to quality and specifications. Above order for office use, purpose.

Completion Date Nil

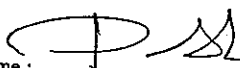
Measurment Nil

Security Nil

Remarks

For **G V Reserch Centers Pvt Ltd**

Authorised Signatory


Name : _____

Accepted the above Terms And Conditions

For **Siddarth Enterprises**

Name : _____

Date : ____/____/____

Requisition Form

Company Name:		GVRC		Date:		18.01.2021	
Site & Phase :		INNOPOLIS		Time:		17:00	
Supplier				Req. No.		163320	
Material required before date:				ID No.		63170	
No	Description	Size	Quantity	Units	Inward No	Date	
1	Plastic chairs	STD	10	No's			
2							
3							
4							
5							
6							
7							
8							
9							
10							
Remarks: For site use purpose.							
Prepared By		MALLIKARJUN		Approved by			
Sign. & Date		18.01.2021		Sign. & Date		18.01.2021	

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

Requisition Form

Company Name:				Date:			
Site & Phase :				Time:			
Supplier				Req. No.			
Material required before date:				ID No.			
No	Description	Size	Quantity	Units	Inward No	Date	
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
Remarks:							
Prepared By				Approved by			
Sign. & Date				Sign. & Date			

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