

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	10/03/2021	Prepared by:	NEHA
PO/WO no.	75106	PO / WO Date.	23-02-2021
Supplier Name	Elegant Enterprises	PO/WO amount	708.00
Firm/Company	M/s. GIVDC	Project	Synergy
Sl. No.	Bill No.	Bill Date	Bill amount
1	0451	23-02-2021	708.00
2			
3			
4			

Amount A - Bills total (Excluding Transport & Hamali Charges):

708.00

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			89296	☐ 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:

708.00

Amount E - PO / WO value:

708.00

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 / WO ☐ Yes ☐ No - wait for balance material ☐ No (explained below)

Advance paid / PDC given (deduct when paying) ☐ Yes - Rs. /- ☐ No

Payment - due date
15-03-2021

Remarks:

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts = receiver of bill	Accountant	Accounts Manager
Sign:	Neha						
Date	10/3/21	16/3	31 MAR 2021				

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 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. 1,00,000/-. 7. MD to approve all bills above 1,00,000/-

[illegible]

Purchase Order



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75106
23.02.21 5:16:58

From Company : **G V Discovery Center Pvt Ltd**
5-4-187/3&4, 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, Secunderabad-500003.

GSTIN 36AJBPK0412E1ZY

66385358

9985113450/9885073880

Doc No	75106	13172
Doc Date	23-02-2021	
Quote No	Nil	
Quote Date	22-02-2021	
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	5.00	120.00	0.00	18.00	708.00
Total Order Value . . .					708.00

Rupees : Seven Hundred Eight 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** 119, 191 Synergy Square 1

Phone. .

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. Payment as per actual receipt of material. Order for power supply in lats purpose.**Completion Date** NA**Measurment** Nil**Security** Nil**Remarks**For **G V Discovery Center Pvt Ltd**

Authorised Signatory

Name : _____

Name : _____

Accepted the above Terms And Conditions

For **Elegant Enterprises**

Date : __/__/__