

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		05/04/21		Prepared by:		NEHA	
PO/WO no.		75731		PO / WO Date.		19/3/21	
Supplier Name		Elegant Enter		PO/WO amount		1139.88/-	
Firm/Company		GND		Project		Immunology	
Sl. No.	Bill No.			Bill Date	Bill amount		
1	36			19/3/21	1140/-		
2					/		
3							
4							
Amount A – Bills total(Excluding Transport & Hamali Charges):						1140/-	
Sl. No.	DC No.	DC Date	MRN No.	DC matches MRN			
1.			90521	☒ 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:						1140/-	
Amount E – PO / WO value:						1140/-	
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			12/04/21				
Remarks:							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
Date	27/4						

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/-

[illegible]

Purchase Order



75731

16.03.21 12:29:46

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23-03-2021 12:24:29 PM

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, Secunderbad-500003.

GSTIN 36AJBPK0412E1ZY

66385358

9985113450/9885073880

Doc No	75731	13193
Doc Date	19-03-2021	
Quote No	Nil	
Quote Date	19-03-2021	
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 4646 - Electrical - other - Spike buster - NA - nos	2.00	483.00	0.00	18.00	1,139.88
Total Order Value . . .					1,139.88

Rupees : One Thousand One Hundred Thirty Nine and Paise Eighty Eight Only.

Terms and Conditions :-

Specification / 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 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

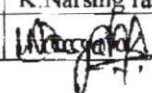
For **Elegant Enterprises**

Name : _____

Name : _____

Date : __/__/__

Requisition Form

Company Name:		GVDC		Date:		19.03.2021	
Site & Phase :		Gennopolis		Time:		10.30	
				Req. No.		13193	
Material required before date:		22.03.2021		ID No.		64811	
No	Description	Size	Quantity	Units	Inward No	Date	
1	Extension box	std	02	nos			
2							
3							
4							
5							
6							
Note :- For site office use purpose							
Prepared By:		Vineetha Reddy		Approved by		K. Narsing rao	
Sign. & Date		19.03.2021		Sign. & Date			

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

