

PURCHASE DIVISION  
Advice for approval for credit to supplier

Date:		05/04/2021		Prepared by:		NEHA	
PO/WO no.		75303		PO / WO Date.		01/03/21	
Supplier Name		Manish Sales Agencies		PO/WO amount		12,375/-	
Firm/Company		G VRC		Project		Innopolis	
Sl. No.	Bill No.	Bill Date	Bill amount				
1	4254	17/03/2021	12,375/-				
2							
3							
4							
Amount A – Bills total(Excluding Transport & Hamali Charges):			12,375/-				
Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN			
1.	/	/	90480	<input type="checkbox"/> Yes <input type="checkbox"/> No			
2.	/	/		<input type="checkbox"/> Yes <input type="checkbox"/> No			
3.	/	/		<input type="checkbox"/> Yes <input type="checkbox"/> No			
Amount B –Other Credits :_Transportation charges			-				
Amount C –Other Debits :			-				
Amount D (D=A+B-C) – Amount to be credited to the supplier:			12,375				
Amount E – PO / WO value:			12,375				
Amount F – Difference (A – E): GST-18%			-				
Quantity received as per PO /WO		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Excess received <input type="checkbox"/> Short received <input type="checkbox"/> Other (explained below)					
Is difference between PO / Bill acceptable?		<input type="checkbox"/> Yes <input type="checkbox"/> No (explained below)					
Excess / short material received		<input type="checkbox"/> Approved <del>within acceptable limits</del> <input type="checkbox"/> No (explained below)					
Close PO / W?O		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No – wait for balance material <input type="checkbox"/> No (explained below)					
Advance paid / PDC given (deduct when paying)		<input type="checkbox"/> Yes – Rs. ___/- <input checked="" type="checkbox"/> No					
Payment – due date		10/4/2021					
Remarks:							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
Date	05/4/21	6/4	06 APR 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 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



75303

04.03.21 12:23:55

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01-03-2021 2:23:27 PM

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**

Manish Sales Agencies  
5-5-106, Opp.Rau's Hotel, Rajgunj, Secunderabad-500 003.

**GSTIN** - 27714562  
2771 4529,65643548 9848192829

<b>Doc No</b>	75303	163386
<b>Doc Date</b>	01-03-2021	
<b>Quote No</b>	Nil	
<b>Quote Date</b>	01-03-2021	
<b>SupplyType</b>	Supply	

**Kind Attn : Dipesh R. Shah**

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	IGST	Amount
1 7375 - Plumbing - other - PVC Pipe - NA - nos 3" flat pipe 15 kgs each	5.00	2,475.00	0.00	0.00	12,375.00
<b>Total Order Value . . .</b>					<b>12,375.00</b>

Rupees : Twelve Thousand Three Hundred Seventy Five Only.

**Terms and Conditions :-**

**Specification /** As per details given in the quotation.  
**Payment Terms** After Delivery & 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** Nil  
**Advance Paid** Nil  
**Other Terms** We reserve the right to reject items not conforming to quality and specifications. Above order for dewatering 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 **Manish Sales Agencies**

Name : \_\_\_\_\_

Date : \_\_\_/\_\_\_/\_\_\_



### Requisition Form

Company Name:		GVRC		Date:		27.02.2021	
Site & Phase :		INNOPOLIS		Time:		16.00	
Supplier				Req. No.		163386	
Material required before date:			ID No.			64380	
No	Description	Size	Quantity	Units	Inward No	Date	
1	Flat pipe	3"	05	Bdl			
2							
3							
4							
5							
6							
7							
8							
9							
10							
Remarks : For site use purpose.							
Prepared By		MOUNIKA		Approved by		VENKATESH.G	
Sign & Date		27.02.2021		Sign. & Date		27.02.2021	

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

**APPROVED BY**

*[Signature]*

27 FEB 2021

G. Venkatesh  
Project Manager

**APPROVED**

01 MAR 2021

P. PRABHAKAR  
Sr. MANAGER PURCHASE