

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 14/4/21		Prepared by: MOUNIKA	
PO/WO no. 76045		PO / WO Date. 31/3/21	
Supplier Name Sree Anil Enterprises		PO/WO amount 12,390/-	
Firm/Company GUDC		Project Genopolis	
Sl. No.	Bill No.	Bill Date	Bill amount
1	1014	31/3/21	12,390/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			12,390/-
Sl. No.	DC No	DC. Date	MRN No. DC matches MRN
1.	/	/	95056 ☐ 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:			12,390/-
Amount E – PO / WO value:			12,390/-
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		19/4/21	
Remarks:			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Neha		
Date	14/4/21	14/4	

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/-

Purchase Order

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31-03-2021 12:35:11 PM

Orig



76045

30.03.21 4:51:31

From Company : **G V Discovery Center Pvt Ltd**

5-4-187/3&4, II nd Floor, Soham Mansion ,MG Road, Secunderabad-50001

G S T No. : 36AAHCG4940K1ZC

Supplier Details

Sree Sunil Enterprises

5-5-201/E, B.S.Complex,Ranigunj,Secunderabad-500003

9550555703

Doc No 76045 13200

Doc Date 31-03-2021

Quote No NIL

Quote Date 31-03-2021

SupplyType Supply

Kind Attn : Mr Sunil

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST%	Amount
1 2280 - Carpentry - hardware - Machine Screws - Others - nos CSK 1/4"x4"	700.00	15.00	0.00	18.00	12,390.00

Total Order Value . . . 12,390.00

Rupees : Twelve Thousand Three Hundred Ninty Only.

Terms and Conditions :-

Specification / Brand As per details given in the quotation.

Payment Terms After Delivery & Production of bill

Tax All taxes included in above price.

Delivery Date Next Day

Delivery Location 119, 191 Synergy Square 1

Phone

Penalty For Delay Nil

Transportation Cost Transport cost shall be borne by us.

Warranty Nil

Advance Paid NIL

Other Terms Payment as per actual receipt of material.Above order for Labour Quarters purpose.

Completion Date NA

Measurment Nil

Security Nil

Remarks

For **G V Discovery Center Pvt Ltd**

Authorised Signatory

[Signature]
31/03/2021

Name : _____

Accepted the above Terms And Conditions

For **Sree Sunil Enterprises**

Name : _____

Date : ____/____/____

Requisition Form

Company Name	GVDC	Date	29.03.2021
Site & Phase	Gennopolis	Time	10.30
Material required before date:	Urgent	Req No	13200
		ID No	65038

No	Description	Size	Quantity	Units	Inward No	Date
✓ 1	Screws and Nuts CSK	1/4X4"	700	Nos	15/18/	
2	Aerocon sheets	std	128	Nos		
3						
4						
5						
6						
7						
8						
9						
10						

Note :- For Labour Quarters purpose.

Prepared By:	Vineetha Reddy	Approved by	K Narsing rao
Sign. & Date	29.03.2021	Sign. & Date	<i>[Signature]</i>

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

