

PURCHASE DIVISION
Advice for approval for credit to supplier

(E) (M)

Date:		19/10/21		Prepared by:		Sueha	
PO/WO no.		81067		PO / WO Date.		27/9/21	
Supplier Name		Elegant Enterprises		PO/WO amount		762 /-	
Firm/Company		GVRCL Pvt Ltd		Project		Pinnopolis	
Sl. No.	Bill No.	Bill Date		Bill amount			
1	EE2122-0292	29/10/21		761 /-			
2							
3							
4							
Amount A – Bills total(Excluding Transport & Hamali Charges):						761 /-	
Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN			
1.	—	—	97335	☒ 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:						761 /-	
Amount E – PO / WO value:						762 /-	
Amount F – Difference (A – E): GST-18%						1 /-	
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			25/10/21				
Remarks:							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sueha						
Date	19/10/21	19/10					

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

Page(s) 1 of 1

28-09-2021 12:18:45



81067

27.09.21 3:07:17

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

Elegant Enterprises
5-4-187/7/3, Karbala Maidan, M.G.Road, Secunderbad-500003.

GSTIN 36AJBPK0412E1ZY

66385358

9985113450/9885073880

Doc No	81067	163892
Doc Date	27-09-2021	
Quote No	Nil	
Quote Date	23-09-2021	
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 4518 - Electrical - other - Base saddle - other - boxes 1"	3.00	215.00	0.00	18.00	761.10
Total Order Value . . .					761.10

Rupees : Seven Hundred Sixty One and Paise Ten Only.

Terms and Conditions :-

Specification /	All items shall be of Anchor Penta series
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. Mr. Sanjay - 9502288244
Penalty For Delay	Nil
Transportation	Transport cost shall be borne by us.
Warranty	1 yr against manuf. defect
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for Lift duct electrical pipping at 2727 block purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For **G V Reserch Centers Pvt Ltd**

Authorised Signatory

Accepted the above Terms And Conditions

For **Elegant Enterprises**Name : 

Name : _____

Date : __/__/__

Requisition Form

Company Name:		GVRC		Date:		23.09.2021	
Site & Phase :		Innopolis		Time:		12:00AM	
Supplier				Req. No.		163892	
Material required before date:		25.09.2021		ID No.		69635	
No	Description	Size	Quantity	Units	Inward No	Date	
1	GI Base Sattel	1"	4	Box's			
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
Remarks: Towards lift duct electrical pipping at 2727 purpose.							
Prepared By		Sridevi		Approved by		C. Balamurali Krishna	
Sign. & Date		23.09.2021		Sign. & Date		23.09.2021	

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



Handwritten signature and date: 23.09.2021

Handwritten number: 2023