

PURCHASE DIVISION
Advice for approval for credit to supplier

(K) (m)

Date:		19/10/21		Prepared by:		Sueha	
PO/WO no.		81065		PO / WO Date.		27/9/21	
Supplier Name		elegant enterprises		PO/WO amount		390 /-	
Firm/Company		GVR Pvt Ltd		Project		Pinnopolis	
Sl. No.	Bill No.	Bill Date		Bill amount			
1	EE2122-0293	29/10/21		389 /-			
2							
3							
4							
Amount A – Bills total(Excluding Transport & Hamali Charges):						389 /-	
Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN			
1.			97324	☒ 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:						389 /-	
Amount E – PO / WO value:						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			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						

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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28-09-2021 12:18:45



81065

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	81065	163909
Doc Date	27-09-2021	
Quote No	Nil	
Quote Date	25-09-2021	
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 4580 - Electrical - other - Gang box - 4way - nos	6.00	55.00	0.00	18.00	389.40
Total Order Value . . .					389.40
Rupees : Three Hundred Eighty Nine and Paise Fourty 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. Mr. Sanjay - 9502288244
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 chemical block store lights purpose and RO plant power connectio work
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 **Elegant Enterprises**

Name : _____

Date : __/__/__

Requisition Form

1236

Company Name:	GVRC	Date:	25.09.2021			
Site & Phase :	Innopolis	Time:	11:00AM			
Supplier		Req. No.	163909			
Material required before date:	Urgent	ID No.	69730			
No	Description	Size	Quantity	Units	Inward No	Date
1.	Tube Lights	2'	10	Nos		
2.	MCB	10 Amps	06	Nos		
3.	Four Pole Isolator	40 Amps	04	Nos		
4.	Insulation Tapes	-	20	Nos		
5.	Gang Box	4 Way	06	Nos		
6.	Socket Anchor	06 Amps	06	Nos		
7.	Switch Anchor	06 Amps	06	Nos		
8.						
Remarks: For Chemical Block Stores lights fixing purpose and Ro Plant Power connection work purpose						
Prepared By	Sridevi	Approved by	Balamurali Krishna			
Sign. & Date	25.09.2021	Sign. & Date	25.09.2021			

Note:

APPROVED
25 SEP 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE