

PURCHASE DIVISION
Advice for approval for credit to supplier

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Date:		13/11/2021		Prepared by:		N. Shrayya	
PO/WO no.		81878		PO / WO Date.		20/10/2021	
Supplier Name		Elegant Enterprises		PO/WO amount		6,641/-	
Firm/Company		Gill Discovery center Pvt Ltd		Project		119,191. Synergy Square 1	
Sl. No.	Bill No.	Bill Date		Bill amount			
1	0328	21/10/2021		7,040/-			
2							
3							
4							
Amount A – Bills total(Excluding Transport & Hamali Charges):						7040/-	
Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN			
1.	-	-	98412	☒ 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:						7040/-	
Amount E – PO / WO value:						6641/-	
Amount F – Difference (A – E): GST-18%						- 399/-	
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			29/11/2021				
Remarks: Excess material received can be considered							
Approved by	Purchase Officer	Purchase Manager	APPROVED Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Shrayya		13 NOV 2021				
Date	13/11/2021		MINISH PARIKH MANAGER-PROCUREMENT				

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



81878

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20-10-2021 5:20:03 PM

From Company : **G V Discovery Center Pvt Ltd**
5-4-187/3&4, II nd Floor, Soham Mansion ,MG Road, Secunderabad-500003
G S T No. : 36AAHCG4940K1ZC

Supplier Details				
Elegant Enterprises 5-4-187/7/3,Karbala Maidan, M.G.Road, Secunderbad-500003. GSTIN 36AJBPK0412E1ZY 66385358				

Kind Attn : Mr.Gaurang Kadakia/Mahesh Kadakia

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 4729 - Electrical - other - MCCB - 100 Amps - nos 4 pole 25k mccb	1.00	5,628.00	0.00	18.00	6,641.04
Total Order Value . . .					6,641.04

Rupees : Six Thousand Six Hundred Fourty One and Paise Four Only.

Terms and Conditions :-

Specification / All items shall be of L & T brand

Payment Terms After Delivery & Production of bill

Tax Inclusive of all taxes

Delivery Date Next Working 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 use purpose

Completion Date Nil

Measurment Nil

Security Nil

Remarks

For **G V Discovery Center Pvt Ltd**

Authorised Signatory

Name :

Accepted the above Terms And Conditions

For **Elegant Enterprises**

Name : _____

Date : __/__/__

Requisition Form

Company Name:	G. V. Discovery Centre	Date:	18.10.2021
Site & Phase :	SYNERGY 119,191	Time:	11:00 Hrs
		Req. No.	13381
Material required before date:	Urgent	ID No.	70462

No	Description	Size	Quantity	Units	Inward No	Date
1	MCCB	100 Amps	01	nos		
3						
4						
5						
6						
7						
8						
9						

Remarks:- for site use purpose.

Prepared By:	Vineetha reddy	Approved by	K.Narsing rao(for G.Rajesh babu)
Sign.& Date	18.10.2021	Sign. & Date	18.10.2021

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

18 OCT 2021

18 OCT 2021