

PURCHASE DIVISION
Advice for approval for credit to supplier



Date: 02/1/22		Prepared by: Babbar		Serial no. - 166	
Supplier name: Elegant Enterprises				HO inward no.	
Firm/Company: GNR		Project: Inopolis		HO received date	
PO/WO date: 13/1/22		PO/WO No: 84506		Scan ID:	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	0482	13/1/22	7950.00	☒ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			7950.00
Proof of delivery by way of: ☒ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report			
MRN nos.: 102363	Proof of delivery matches MRN		☒ 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:			7949.66
Amount E – PO / WO value:			7950.00
Amount F – Difference (A – E):			
Quantity received as per PO / WO		☒ Yes ☐ Excess received ☐ Short received ☐ Part received	
Close PO / WO		☒ Yes ☐ No – wait for balance material ☐ Other	
Payment – due date		24/1/22	
Remarks:			

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		Babbar			
Sign:					
Date		22 JAN 2022			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

Notes: 1. In case amount to be credited to supplier and the bills total does not match, accountants to prepare JV for debit or credit.
 2. This set should only have 5 documents i.e., advice to credit to supplier, original bill, proof of delivery, original purchase order with barcode, original requisition. 3. Do not attach additional documents like weighment slips, RMC batch reports, duplicate documents, Eway bills, test reports, etc. 4. In Amount A, exclude transport, Hamali charges, etc., and instead include in Amount B. 5. This report must reach HO within one working day of approval by purchase officer/purchase manager.

Purchase Order

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14-01-2022 5:25:31 PM

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08.01.22 11:50:01

From Company : **G V Reserch Centers Pvt Ltd**
5-4-187/3&4, II nd Floor, Soham Mansion, MG Road, Secunderabad-5000
G S T No. : 36AAHCG4562D1ZP

Supplier Details				
Elegant Enterprises 5-4-187/7/3,Karbala Maidan, M.G.Road, Secunderbad-500003. GSTIN 36AJBPK0412E1ZY 663853589985113450/9885073880		Doc No	84506	164420
		Doc Date	13-01-2022	
		Quote No	NIL	
		Quote Date	13-01-2022	
		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 4760 - Electrical - other - MCCB - Other - nos 63Amps- 4 pole 25KA MCCB	1.00	5,422.00	0.00	18.00	6,397.96
2 4760 - Electrical - other - MCCB - Other - nos L&T DNO-4Pole spreader link for MCCB	1.00	339.00	0.00	18.00	400.02
3 4605 - Electrical - other - MCB - 6Amps - nos 2 POLE	1.00	488.00	0.00	18.00	575.84
4 4603 - Electrical - other - MCB - 10Amps - nos 2 POLE	1.00	488.00	0.00	18.00	575.84
Total Order Value . . .					7,949.66

Rupees : Seven Thousand Nine Hundred Fourty Nine and Paise Sixty Six 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 Day.
Delivery Location	Innopolis Sy no-542, Genome Valley, Thurkapally, Hyderabad, Telangana Phone. Nagamani(Engineer) - 7981951035
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 EAST LIFT POWER SUPPLY 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 **Elegant Enterprises**

Date : / /

Name : _____

Requisition Form

Company Name:		GV Research Centers Pvt Ltd		Date:		13.1.2022	
Site & Phase :		Innopolis		Time:		11:24	
Supplier				Req. No.		16440	
Material required before date:				ID No.		72937	
No	Description	Size	Quantity	Units	Inward No	Date	
1.	4 Pole MCCB	63 Amps	1	No's			
2.	2 pole MCB	6 Amps	1	No's			
3.	2Pole MCB	10 Amps	1	No's			
4.							
Remarks: Towards East lift power supply							
Prepared By :		NIKHIL		Approved by		Mr.Ramesh reddy	
Sign. & Date :		13.01.2022		Sign. & Date		13.01.2022	

Note:

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