

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	22/2/22	Prepared by	P. Babhakar	Serial no.	2322
Supplier name	Elegant enterprises			HO inward no.	
Firm/Company	GVPCL	Project	Barapali	HO received date	
PO/WO date	8/9/22	PO/WO No.	85713	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	EE2122-0542	21/2/22	27,030	☒ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges): 27,030

Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report

MRN nos.:	104031	Proof of delivery matches MRN	☒ Yes ☐ No
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Amount B – Other Credits : Transportation charges -

Amount C – Other Debits : -

Amount D (D=A+B-C) – Amount to be credited to the supplier: 27,030

Amount E – PO / WO value: 27,030.26

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 28/2/22

Remarks: Final bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		P. Babhakar			
Sign:					
Date		23 FEB 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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21-02-2022 13:05:07

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



14.02.22 2:32:34

Supplier Details

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

GSTIN 36AJBPK0412E1ZY

66385358

9985113450/9885073880

Doc No	85713	164599
Doc Date	19-02-2022	
Quote No	NIL	
Quote Date	21-02-2022	
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 4799 - Electrical - other - Change over - 25 Amps - nos 400Amps- 4 ploe change over Switch	1.00	22,907.00	0.00	18.00	27,030.26
Total Order Value . . .					27,030.26
Rupees : Twenty Seven Thousand Thirty and Paise Twenty Six Only.					

Terms and Conditions :-

Specification / Brand	As per details given in the quotation.
Payment Terms	Against 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 Cost	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 is for 5600E substation work purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	Original invoice + Copy of proof of delivery is required to process invoice for payment. DO NOT send original invoice to site. Original invoice must be sent to HO office or purchase site office. Proof of delivery/DC can be sent by email

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:	GV Research Centers Pvt Ltd.	Date:	21.02.2022
Site & Phase:	Innopolis.	Time:	11:35
Supplier		Req. No.	164599
Material required before date:		ID No.	74017.

No	Description	Size	Quantity	Units	Inward No	Date
1.	Cutting wheels	4"	100	No's		
2.	Change over	400amps	01	No's	8	
3.	Tester	std	02	No's		
4.	Cutting plier	std	02	No's		
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						

Remarks: Towards 5600E substation work purpose

Prepared By	Akhil	Approved by	Mr.Madhu
Sign. & Date	21.02.2022	Sign. & Date	21.02.2022

Note: