

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 16/4/22		Prepared by: <i>[Signature]</i>		Serial no. 3171	
Supplier name: Elegant Enterprises		HO inward no.			
Firm/Company: MMRL		Project: GHT		HO received date	
PO/WO date: 12/3/22		PO/WO No. 86342		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	0574	16/3/22	5,782/-	☐ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges): 5,782/-

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

MRN nos.: 104902	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: 5,782/-

Amount E – PO / WO value: 5,782/-

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: 25/4/22

Remarks:

Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:	<i>[Signature]</i>				
Sign:	<i>[Signature]</i>				
Date:	16/4/22				
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 hatch 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.

[illegible]

Purchase Order

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14-03-2022 11:04:18 AM



86342

28.02.22 2:52:29

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From Company : **Mehta & Modi Realty Kowkur LLP**
5-4-187/3&4, II nd floor, MG Road, Soham Mansion, Secunderab
G S T No. : 36ABLFM7631F1Z3

Supplier Details

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

GSTIN 36AJBPK0412E1ZY

66385358

9985113450/9885073880

Doc No	86342	141260
Doc Date	12-03-2022	
Quote No	NIL	
Quote Date	08-03-2022	
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 4697 - Electrical - wires - Copper wire - NA - mtrs 8 guage in kgs	5.00	980.00	0.00	18.00	5,782.00
Total Order Value . . .					5,782.00

Rupees : Five Thousand Seven Hundred Eighty Two Only.

Terms and Conditions :-

Specification / 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 Greenwood Heights
Sy no: 196, Kowkur.
Phone. 040-66335551

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 is for lift pit earthing 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 **Mehta & Modi Realty Kowkur LLP**

Authorised Signatory

Name : 

Accepted the above Terms And Conditions

For **Elegant Enterprises**

Name : _____

Date : __/__/__

Requisition Form

Company Name:		MMR Kowkur llp		Date:		08-03-2022	
Site & Phase :		GHT		Time:		12.48	
Supplier				Req. No.		141260	
Material required before date:			9-03-2022		ID No.		70487
No	Description	Size	Quantity	Units	Inward No	Date	
1	COPPER WIRE 8 gauge (4mm)	25x3mm	05	kgs			
2							
	86342						
9							
10							
Remarks: - For lift pits earthing purpose							
Prepared By		P.SNEHA		Approved by		A.SURESH	
Sign.& Date		08-03-2022		Sign. & Date		08.03.22	

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

PA
APPROVED
14 MAR 2022
P. PRABHAKAR
Sr. Manager, PURCHASE

