

PURCHASE DIVISION
Advice for approval for credit to supplier

②

Date:	16/4/22	Prepared by	M. M. M.	Serial no.	3169
Supplier name	Elegant Enterprises	Project	NGH	HO inward no.	
Firm/Company	M. R. P.	PO/WO No.	85167	HO received date	
PO/WO date	4/2/22	Bill date		Scan ID.	
Sl no.	Bill no.	Bill amount	Original attached		
1.	EE2122-0513	4/2/22	1,534/-	☒ Yes ☐ No	
2.				☐ Yes ☐ No	
3.				☐ Yes ☐ No	
4.				☐ Yes ☐ No	

Amount A - Bills total (Excluding Transport & Hamali Charges):

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

MRN nos.: 103926

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:

Amount E - PO / WO value:

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

Remarks:

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	M. M. M.				
Sign:	M. M. M.				
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.

Form for closure of purchase order

Data required from site/engineers:		Advice Scan ID	
PO no.:	85164	PO date:	04/02/22
		Req. no.:	181843

MRN nos. related to PO	
☐	Part material received.
☒	Full material received.
☐	Material not received.
☐	Close PO - Balance material will be re-ordered by new requisition.
☐	Cancel PO. Material not required.
☐	Cancel PO. Material will be re-ordered by new requisition.
☐	Keep PO open. Material required.
☐	Keep PO open. Work under progress.

Remarks by engineer:

Notes: 1. Provide details of material received by way of separate attachment. 2. Provide hardcopy of DCs/proof of delivery + PO. 3. Provide copies of invoices if available. 4. This entire set to be sent by way of hard copy to Ashaiya.

Prepared by	Sign	Date	Project manager	Sign	Date
Shashani	(Signature)	05/04/22	Vijay Rj	(Signature)	5/4/22

Data required from accounts:

☐	Checked with E&D for receipt of bills.
☐	Bills not received against this PO.
☐	Part bill received against this PO.
☐	All bills received against this PO.
☐	Advance paid against this PO.

Remarks by Accountants:

Notes: 1. Pos issued for false ceiling and such works may have been processed by E&D. Check before filling the above.

Prepared by	Sign	Date	Accounts manager (approval required for PO more than 10k)	Sign	Date

Advice by MD - action to be taken by purchase:

☒	Get certified bill from supplier (not original).
☐	Prepare bill in SSLP for material supplied.
☒	Get proof of delivery from site.
☒	Barcoded PO missing - get certified copy from Accounts.
☒	Thereafter, prepare advice to credit to supplier and send to HO for processing.
☐	Close PO
☐	Send barcoded PO to MDs desk. PO to be closed thereafter.
☐	Accounts to be reconciled with supplier. Suppliers ledger required from 1.4.2021.
☐	Accounts to be reconciled with supplier. Suppliers ledger required from 1.4.2020.
☐	RMC supplier - suppliers ledger required from 1.4.2020. Process bill after thoroughly checking both the ledgers and all pour reports. Pour reports from day one to be thoroughly checked with Pos/Bills. Thereafter, prepare advice to credit to supplier and send to HO for processing. Close all open POs.
☐	E&D to check receipt of bill and enter comments below.
☐	Details of material supplied and balance material to be supplied is required.

Remarks:

Prepared by	Sign	Date
	(Signature)	

APPROVED BY
13 APR 2022
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

Page(s) 1 Of 1

08-02-2022 10:52:24



85167

31.01.22 4:50:17

From Company : **Modi Realty Pocharam LLP**
5-4-183/3&4, II nd Floor, Soham Mansion, MG Road, Secunderaba.
G S T No. : 36ABIFM1836H1Z7

Supplier Details

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

GSTIN 36AJBPK0412E1ZY
66385358

9985113450/9885073880

Doc No	85167	181843
Doc Date	04-02-2022	
Quote No	NIL	
Quote Date	04-01-2022	
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 4525 - Electrical - other - Ceiling fan - other - nos 1200mm	1.00	1,300.00	0.00	18.00	1,534.00
Total Order Value . . .					1,534.00

Rupees : One Thousand Five Hundred Thirty Four Only.

Terms and Conditions :-

Specification / Brand	All items shall be of 'CG' brand, Seawind model
Payment Terms	After Delivery & Production of bill.
Tax	All taxes included in above price.
Delivery Date	Next day.
Delivery Location	Nilgiri Heights pocharam Phone. .9849497484
Penalty For Delay	Nil
Transportation Cost	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right items not confirming to qty & specs. Above order for Entance gate security kiosk purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For **Modi Realty Pocharam LLP**

Authorised Signatory

Name :

08/02/2022

Name :

Accepted the above Terms And Conditions
For **Elegant Enterprises**

Date : _/_/

Requisition Form

Company Name:		Modi Realty Pocharam LLP		Date:		29-01-2022	
Site & Phase :		Niligiri Heights		Time:		11:30	
Supplier:				Req. No.		181843	
Material required before date:		31.01.2022		ID No.		73357	

No	Description	Size	Quantity	Units	Inward No	Date
1	Ceiling fan	1200 mm	01	No's		
2						
3						
4						
5						
6						
7						
8						
9						
10						

85167

APPROVED

Remarks: For Entrance Arch Gate security kiosk Purpose

Prepared By	S. Sharvani	Approved by	
Sign. & Date	29.01.2022	Sign. & Date	

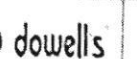
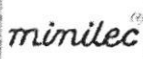
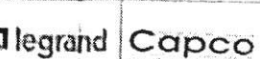
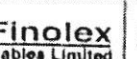
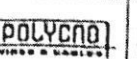
08 FEB 2022

MINISTER FOR P.W.D.

MINISTER FOR P.W.D.

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

GSTIN:	Original for Recipient	Duplicate for Supplier / Transporter	Triplicate for Supplier	GST INVOICE CASH CREDIT					
36AJBP0412E1ZY									
Elegant Enterprises 5-4-187/7/3, Karbala Maidan, M. G. Road, Secunderabad-500003 Phone: 040- 6638-5358, E-mail address: elegantthy@hotmail.com Preventers Annunciators Switchgears Starters Wires & Cables Capacitors Panel & Cable Accessories Oil Seals Step Down Transformers L.E.D Lights Earthing Equipments Carbon Brushes PVC Insulation Tapes Lugs Spares									
Reverse Charge : Nil		Transportation Mode : Not Applicable							
Invoice Number : EE2122-0513		Vehicle/LR Number : Not Applicable							
Invoice Date : 08 February 2022		Date of Supply : 08 February 2022							
State : Telangana		Place of Supply : Hyderabad							
State Code : 36									
Details of Buyer I Billed to:									
Name : M/s Modi Reality Pocharam LLP		Delivery Challan No. : Not Applicable		Date : - x -					
Address : 5-4-187/3 & 4, 2nd Floor, Soham Mansion, Mahatma Gandhi Road, Secunderabad - 500003		Purchase Order No. : 85167		Date : 04.02.2022					
GSTIN : 36ABIFM1836H1Z7		Delivery Location : Nilgiri Heights, Pocharam.							
State : Telangana		Term of Payment : ☐ Against Delivery ☒ Against Proforma Invoice							
		☒ Within 30 days from date of Invoice.							
State Code : 36									
Sl. No.	Description of Goods	HSN/SAC	Quantity	UoM	CGST %	SGST %	IGST %	Rate	Amount
1	Crompton 48" (1200mm) Sweep Ceiling Fan	84145120	1.00	No's	9.00	9.00	0.00	1300.00	1300.00
	White Seawind								
***	In case of any complaint please call customer care on toll free no. 1800 419 0505 or email at consumer.support@crompton.co.in								
	P.O. Received on 08.02.2022								
Total Invoice Amount in Words: Rupees: One Thousand Five Hundred Thirty Four Only.					Total Amount Before Tax: 1,300.00				
Our Bank Details:					Add : CGST : 117.00				
Name of the Bank : HDFC Bank					Add : SGST : 117.00				
Branch Address : Paradise, S.D. Road, Sec-Bad-3					Add : IGST : 0.00				
Account No. : 50200009719725					R/o : Transportation : 0.00				
IFS Code : HDFC0000042					Total Amount : Rs. 1,534.00				
Receiver's Seal and Signature with Name & Mobile Number					Terms and Conditions :				
Handwritten signature and number 8500437837					1. Goods once sold will not be taken back of exchanged				
					2. Interest at 24% P. A. will be charged after Days.				
					3. Our risk & responsibility cease on the delivery of goods.				
					4. All disputes are subject to Secunderabad Jurisdiction				
					5. We declare that this invoice shows the actual price of the goods described and that all particulars are true & correct.				
** Guarantee & Warranty Voids if Proper Earth Connection is not given to LED Light Fixtures.					**No Guarantee & Warranty on Breakages & Burnout.				
Material Duly Checked By and Delivered to: Mr. Vamsi					Eway Bill No. Not Applicable Dated: Not Applicable				
Head Office : Block - A - 413 Shanti Bagh Apartments, 7 - 1 - 3, Begumpet, Hyderabad - 500016									

GSTIN: 36AJBP0412E1ZY		☐ Original for Recipient		☐ Duplicate for Supplier / Transporter		☐ Triplicate for Supplier		GST INVOICE CASH CREDIT	
 Elegant Enterprises 5-4-187/7/3, Karbala Maidan, M. G. Road, Secunderabad-500003 Phone: 040- 6638-5358, E-mail address: eleganthyd@hotmail.com Preventers Annunciators Switchgears Starters Wires & Cables Capacitors Panel & Cable Accessories Oil Seals Step Down Transformers L.E.D Lights Earthing Equipments Carbon Brushes PVC Insulation Tapes Lugs Spares									
Reverse Charge : Nil				Transportation Mode : Not Applicable					
Invoice Number : EE2122-0513				Vehicle/LR Number : Not Applicable					
Invoice Date : 08 February 2022				Date of Supply : 08 February 2022					
State : Telangana		State Code : 36		Place of Supply : Hyderabad					
Details of Buyer Billed to:									
Name : M/s Modi Reality Pocharam LLP				Delivery Challan No. : Not Applicable				Date : - x -	
Address : 5-4-187/3 & 4, 2nd Floor, Soham Mansion, Mahatma Gandhi Road, Secunderabad - 500003				Purchase Order No. : 85167				Date : 04.02.2022	
GSTIN : 36ABIFM1836H127				Delivery Location : Nilgiri Heights, Pocharam.					
State : Telangana		State Code : 36		Term of Payment : ☐ Against Delivery ☐ Against Proforma Invoice ☒ Within 30 days from date of Invoice.					
Sl. No.	Description of Goods	HSN/SAC	Quantity	UoM	CGST %	SGST %	IGST %	Rate	Amount
1	Crompton 48" (1200mm) Sweep Ceiling Fan	84145120	1.00	No's	9.00	9.00	0.00	1300.00	1300.00
	White Seawind								
***	In case of any complaint please call customer care on toll free no. 1800 419 0505 or email at consumer.support@crompton.co.in *P.O. Received on 08.02.2022*								
Total Invoice Amount in Words: Rupees: One Thousand Five Hundred Thirty Four Only.					Total Amount Before Tax: 1,300.00				
Our Bank Details:					Add: CGST : 117.00				
Name of the Bank : HDFC Bank					Add: SGST : 117.00				
Branch Address : Paradise, S.D. Road, Sec-Bad-3					Add: IGST : 0.00				
Account No. : 50200009719725					R/o + Transportation : 0.00				
IFS Code : HDFC0000042					Total Amount : Rs. 1,534.00				
Receiver's Seal and Signature with Name & Mobile Number			Terms and Conditions :			INWARD for Elegant Enterprises No: 91368 Date: 19/2 Sign: [Signature] Authorised Signatory			
[Signature] 8500437837			1. Goods once sold will not be taken back of exchanged 2. Interest at 24% P. A. will be charged after Days. 3. Our risk & responsibility cease on the delivery of goods 4. All disputes are subject to Secunderabad Jurisdiction 5. We declare that this invoice shows the actual price of the goods described and that all particulars are true & correct.			E & O. E			
** Guarantee & Warranty Voids if Proper Earth Connection is not given to LED Light Fixtures.					**No Guarantee & Warranty on Breakages & Burnout.				
Material Duly Checked By and Delivered to: Mr. Vamsi					Eway Bill No. Not Applicable Dated: Not Applicable				
 									
Head Office : Block - A '413' Shanti Bagh Apartments, 7 - 1 - 3, Begumpet, Hyderabad - 5000016									

