PURCHASE DIVISION

Advice for approval for credit to supplier

(C)

Date:	16/4/22	Prepared by	Mohan	Serial no.	3169
				HO inward no.	
Supplier name	Elegant Enterprices			HO received date	
Firm/Company	MRP Lup	Project	NGH	Scan ID.	
PO/WO date	4/2/22	PO/WO No.	85167		

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	EE 2122-0513	4/2/22	1,534/-	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			1,534/-
Proof of delivery by way of: ☑ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report			
		Proof of delivery matches MRN	☑ Yes ☐ No
MRN nos.:	103926		
Amount B – Other Credits : Transportation charges			–
Amount C – Other Debits :			–
Amount D (D=A+B-C) – Amount to be credited to the supplier:			1,534/-
Amount E – PO / WO value.			1,534/-
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	M D	Accountant	Accounts Manager
Name:	Mohan				
Sign:	Mohan				
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 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.

Form for closure of purchase order

ata 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		
Shaswani	[signature]	05/04/22	Vijay Raj	[signature]	5/4/22		

Data required from accounts:			
☐	Checked with E&D for receipt of bills.		
☐	Bills not received against this PO.	Bill nos.	
☐	Part bill received against this PO.		
☐	All bills received against this PO.	Amount paid	
☐	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 SSLLP 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	☐	Keep PO open. Material awaited
☑	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]	[signature]

APPROVED BY
13 APR 2022
SOHAM MODI
MANAGING DIRECTOR

Form for closure of purchase order dt 21-3-22 ver4

Purchase Order

85167

Page(s) 1 Of 1 08-02-2022 10:52:24

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.	**Doc No**	85167	181843
	Doc Date	04-02-2022	
	Quote No	NIL	
GSTIN 36AJBPK0412E1ZY	**Quote Date**	04-01-2022	
66385358 9985113450/9885073880	**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
Penality 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 qlty & specs. Above order for Entance gate security kiosk purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

Accepted the above Terms And Conditions

For *Modi Realty Pocharam LLP*

Authorised Signatory

Name : 08/02/2022

For ***Elegant Enterprises***

Date : __/__/____

Name : ____________

Requisition Form

ompany Name:	Modi Realty Pocharam LLP	Date:	29-01-2022
te & Phase :	Niligiri Heights	Time:	11:30
upplier:		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	85167					
5						
6						
7						
8						
9						
0						

Remarks:For Entrance Arch Gate security kiosk Purpose

APPROVED
08 FEB 2022
MANISH PARIKH
MANAGER-PROCUREMENT

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

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

GSTIN: 36AJBPK0412E1ZY	☐ Orignal for Receiplent	☐ 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 I Annunciators I Switchgears I Starters I Wires & Cables I Capacitors I Panel & Cable Accessories I Oil Seals
Step Down Transfromers I L.E.D Lights I Earthing Equipiments I Carbon Brushes I PVC Insulation Tapes I Lugs I 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 I Billed to:

Name : M/s Modi Reality Pocharam LLP
Address : 5-4-187/3 & 4, 2nd Floor, Soham Mansion,
Mahatma Gandhi Road,
Secunderabad - 500003
GSTIN : 36ABIFM1836H1Z7
State : Telangana State Code : 36

Delivery Challan No. : Not Applicable Date : - x -
Purchase Order No. : 85167 Date : 04.02.2022
Delivery Location : Nilgiri Hieghts, Pocharam.
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								

17315 INWARD
Inward No: 10996 Dt: 17/02/22
MRN No: 10990 6 Dt: 17/2/22
Received By: Sign
NILGIRI HEIGHTS

Total Invoice Amount in Words:

Rupees: One Thousand Five Hundred Thirty Four Only.

Total Amount Before Tax:		1,300.00
Add : CGST	:	117.00
Add : SGST	:	117.00
Add : IGST	:	0.00
R/o + Transportation	:	0.00
Total Amount	:	Rs. 1,534.00

Our Bank Details:

Name of the Bank : HDFC Bank
Branch Address : Paradise, S.D. Road, Sec-Bad-3
Account No. : 50200009719725
IFS Code : HDFC0000042

Receiver's Seal and Signature with Name & Mobile Number

8500437837

Terms and Conditions :
1. Goods once sold will not be taken back of exchanged
2. Interest at 24% P. A. will be charged affter .... 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.

SUMMIT SALES LLP R.R. DIST.
IN WARD No: 9/308 Date: 19/2 Sign:

for Elegant Enterprises
Authorised Signatory
E & O. E

** Guarantee & Warranty Voids if Proper Earth Connection is not given to LED Light Fixtures.
**No Guarantee & Warranty on Breakages & Burnout.
Eway Bill No. Not Applicable Dated: Not Applicable

Material Duly Checked By and Delivered to: Mr. Santoshi

minilec | L&T SWITCHGEAR | SIEMENS | OEM | COOPER Bussmann | dowells | HMI
PHILIPS | Crompton Greaves | TEKNIC | POLYCAB | Finolex Cables Limited | legrand | Capco

Head Office : Block - A - 413 Shanti Bagh Apartments, 7 - 1 - 3, Begumpet, Hyderabad - 500016

GSTIN: 36AJBPK0412E1ZY	☐ Orignal for Receipient	☐ 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 I Annunciators I Switchgears I Starters I Wires & Cables I Capacitors I Panel & Cable Accessories I Oil Seals
Step Down Transfromers I L.E.D Lights I Earthing Equipments I Carbon Brushes I PVC Insulation Tapes I Lugs I 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

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Mahatma Gandhi Road,
Secunderabad - 500003
GSTIN : 36ABIFM1836H1Z7
State : Telangana   State Code : 36

Delivery Challan No. : Not Applicable   Date : - x -
Purchase Order No. : 85167   Date : 04.02.2022
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Sl. No.	Description of Goods	HSN/SAC	Quantity	UoM	CGST %	SGST %	IGST %	Rate	Amount
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	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								

1715 INWARD
Inward No: 10996 Dt: 17/02/22
MRN No: 10896 Dt: 17/2/22
Received By: Sign
NILGIRI HEIGHTS

Total Invoice Amount in Words:

Rupees: One Thousand Five Hundred Thirty Four Only.

Elegant Enterprises Secunderabad

Total Amount Before Tax:		1,300.00
Add : CGST	:	117.00
Add : SGST	:	117.00
Add : IGST	:	0.00
R/o + Transportation	:	0.00
Total Amount	:	Rs. 1,534.00

Our Bank Details:

Name of the Bank : HDFC Bank   Account No. : 50200009719725
Branch Address : Paradise, S.D. Road, Sec-Bad-3   IFS Code : HDFC0000042

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2. Interest at 24% P. A. will be charged affter .... 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.

IN WARD No: 91368 Date: 19/2 Sign: ...... SALES LLP R.R. DIST.

for Elegant Enterprises
Authorised Signatory

E & O. E

** Guarantee & Warranty Voids if Proper Earth Connection is not given to LED Light Fixtures.
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Head Office : Block - A ' 413 ' Shanti Bagh Apartments, 7 - 1 - 3, Begumpet, Hyderabad - 5000016