

PURCHASE DIVISION
Advice for approval for credit to supplier

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Date: 13/6/22		Prepared by: <i>Monu</i>		Serial no. 5152	
Supplier name: <i>Elegant Enterprises</i>		Project: <i>GHJ</i>		HO inward no.	
Firm/Company: <i>W.M. R. K. P.</i>		PO/WO No. 88853		HO received date	
PO/WO date: 1/6/22				Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	EE 2223-0103	4/6/22	3,276/-	☐ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):		3,276/-
Proof of delivery by way of: ☒ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report		
MRN nos.: 108218	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:		3,276/-
Amount E – PO / WO value:		3,276/-
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: 20/6/22		
Remarks:		

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



88853

20.05.22 3:37:23

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From Company : **Mehta & Modi Realty Kowkur LLP**
5-4-187/3&4, II nd floor, MG Road, Soham Mansion, Secunderabad-500003
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	88853	141926
Doc Date	01-06-2022	
Quote No	NIL	
Quote Date	30-05-2022	
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 4548 - Electrical - other - Distribution Board - Single Phase - nos Double door DB Box- Legrand make-12" x 9" 8 Way	2.00	1,388.00	0.00	18.00	3,275.68
Total Order Value . . .					3,275.68

Rupees : Three Thousand Two Hundred Seventy Five and Paise Sixty Eight Only.

Terms and Conditions :-

Specification / Brand All items in Sl.no.1& 2, shall be of legrand brand.

Payment Terms After 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 Cost Transport cost shall be borne by us.

Warranty 1 yr

Advance Paid Nil

Other Terms We reserve the right to reject items not conforming to quality and specifications. Above order for GHT SITE Lift panelling work purpose

Completion Date Nil

Measurment Nil

Security Nil

Remarks

For **Mehta & Modi Realty Kowkur LLP**

Authorised Signatory

Name : _____

Accepted the above Terms And Conditions

For **Elegant Enterprises**

Name : _____

Date : __/__/__

Requisition Form

Company Name:		Mehta & Modi Realty Kowkur LLP		Date:		30-05-2022	
Site & Phase :		GHT		Time:		9.23	
Supplier				Req. No.		141926	
Material required before date:		31-05-2022		ID No.		76874	
No	Description	Size	Quantity	Units	Inward No	Date	
1	Double door DP Box	8 way	02	Nos			
2	Legrand make (12'' x 9 '')						
3							
4							
5							
6							
7							
8							
9							
10							
Remarks: - For GHT Site Lift panelling work purpose							
Prepared By		A Suresh		Approved by			
Sign. & Date		30-05-2022		Sign. & Date			

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

