

PURCHASE DIVISION
Advice for approval for credit to supplier



Date: 12/8/22		Prepared by: Moni		Serial no. 7105	
Supplier name: Elegant Enterprises		Project: MPL		HO inward no.	
Firm/Company: MPL		PO/WO No. 90744		HO received date	
PO/WO date: 5/8/22		Scan ID.			

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	0197	5/8/22	16,992/-	☐ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			16,992/-
Proof of delivery by way of: ☒ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report			
MRN nos.: 114035	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:			16,992/-
Amount E – PO / WO value:			16,992/-
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		16/8/22	
Remarks:			

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

2017

July
August
September
October

November
December

January

February

March
April

May

June





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Purchase Order

Page(s) 1 Of 1

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90744

29.07.22 12:09:35

From Company : **Modi Properties Pvt.Ltd.**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36AABCM4761E1ZM

Supplier Details

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

GSTIN 36AJBPK0412E1ZY

66385358

9985113450/9885073880

Doc No	90744	178696
Doc Date	05-08-2022	
Quote No	Nil	
Quote Date	05-08-2022	
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 524000 - ELEC-Electrical - Bulb Holder-Hanging Type-Anchor - - - Nos	600.00	24.00	0.00	18.00	16,992.00
Total Order Value . . .					16,992.00

Rupees : Sixteen Thousand Nine Hundred Ninty Two Only.

Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill.
Tax	All taxes included in above price.
Delivery Date	Next day.
Delivery Location	May Flower Platinum Sy 82/1, Mallapur, Nacharam. Phone. 7680971999
Penalty For Delay	Nil
Transportation	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 Independence day lighting of balconies 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 snet to HO office or purchase site office Proof of delivery /DC can be sent by email.

For **Modi Properties Pvt.Ltd.**

Authorised Signatory

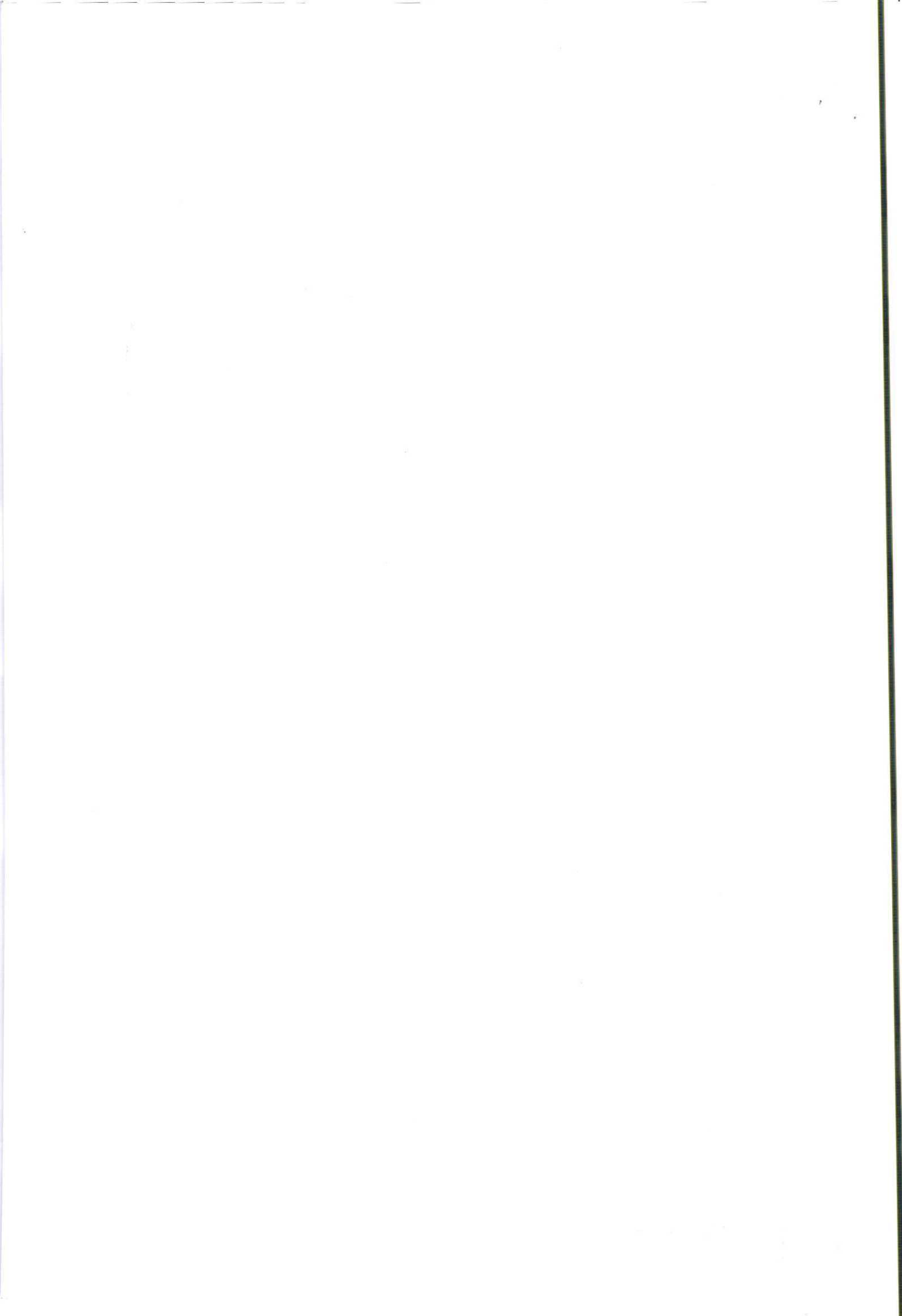
Name : _____

Accepted the above Terms And Conditions

For **Elegant Enterprises**

Name : _____

Date : __/__/__



Requisition Form		Company Name: MPPL		Date: 05-08-2022		
Site & Phase : May Flower Platinum		Time:				
Flat/Block no.		Req. No. 178696				
Supplier:		ID No. 78646				
Material required before		Qty available at site		Order Qty	Inward No	Inward Date
S No	Item	Qty required				
1	ELEC5240-Electrical-Bulb Holder-Hanging Type-Anchor-Nos	600		0	600	
2						
3						
4						
5						
6						
7						
8						
9						
10						
Remarks: Towards Independence day lighting of balconies						
Engineer		Project Manager		MD		
Prepared By: K. Narender Reddy				APPROVED		
Approved By:				08 AUG 2022		
Sign & Date: 5/8/2022				P. PRABHAKAR Sr. MANAGER PURCHASE		

