

PURCHASE DIVISION
Advice for approval for credit to supplier



Date: 11/9/22		Prepared by: Namini		Serial no.	
Supplier name: Elegant Enterprises				HO inward no.	
Firm/Company: MRPHUP		Project: NGH		HO received date	
PO/WO date: 11/8/22		PO/WO No.: 90928		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	EG 2223-0206	16/8/22	1,625/-	☒ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges): 1,625/-

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

MRN nos.: 110835	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: 1,625/-

Amount E – PO / WO value: 1,625/-

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: 5/9/22

Remarks:

Approved by	Purchase Officer	Purchase Manager	M-D	Accountant	Accounts Manager
Name:	Namini				
Sign:	Namini				
Date:	11/9/22				
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.

[illegible]

Purchase Order

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13-08-2022 2:12:39 PM



90928

29.07.22 12:09:36

From Company : **Modi Realty Pocharam LLP**
5-4-183/3&4, II nd Floor, Soham Mansion, MG Road, Secunderabad-5
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	90928	182102
Doc Date	11-08-2022	
Quote No	NIL	
Quote Date	08-08-2022	
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 496000 - ELEC-Electrical - PVC-Surface Box--Anchor - 4Module - Nos	25.00	55.08	0.00	18.00	1,624.86
Total Order Value . . .					1,624.86

Rupees : One Thousand Six Hundred Twenty Four and Paise Eighty Six 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	Nilgiri Heights pocharam Phone. .9849497484
Penalty For Delay	Nil
Transportation	Transport cost shall be borne by us.
Warranty	1 Year
Advance Paid	nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications.Above order for labour quarters purpose.
Completion Date	NA
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 **Modi Realty Pocharam LLP**

Authorised Signatory

Name : _____

Accepted the above Terms And Conditions

For **Elegant Enterprises**

Name : _____

Date : ____/____/____

Requisition Form									
Company Name:		MRPLLP		Date:		08.08.2022			
Site & Phase :		NGH		Time:					
Flat/Block no.				Req. No.		182102			
Supplier:				ID No.		78719			
Material required before date:		10-08-2022		Qty available at site					
S No	Item	Qty required	Order Qty	Inward No	Inward Date				
1	ELEC4960-Electrical-PVC-Surface Box-Anchor-4Module-Nos	25	0	25	90928				
	ELCW1811-Electrical-Copper Wire-Yellow color-Gloster-1SqMMX90mts-Bundles	6	0	6					
	ELCW6880-Electrical-Copper Wire-Black Color-Gloster-1SqMMX90mts-Bundles	6	0	6					
	ELCW6829-Electrical-Copper Wire-Black Color-Gloster-2.5SqMMX90mts-Bundles	3	0	3					
	ELCW9448-Electrical-Copper Wire-Yellow color-Gloster-2.5SqMMX90mts-Bundles	3	0	3	90929				
Remarks:		For labour quarters and site use purpose							
Engineer		Project Manager		Purchase		MD			
Prepared By:		Vijay raj		13 AUG 2022					
Approved By:									
Sign & Date:									

APPROVED

13 AUG 2022

MANAGER PROJECTS