

PURCHASE DIVISION
Advice for approval for credit to supplier

①

Date: 19-11-22		Prepared by: Minish		Serial no. 10656	
Supplier name: Shubham Enterprises				HO inward no.	
Firm/Company: MCS		Project: Green towers		HO received date	
PO/WO date: 8-11-22		PO/WO No. 93746		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	3018	10-11-22	260 /-	☐ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges): 260 /-

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

MRN nos.: 114056	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: 260 /-

Amount E – PO / WO value: 260 /-

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: 28-11-22

Remarks: Final bill

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



01.11.22 2:56:54

From Company : **Mody Consultancy Services**

5-4-187/3&4, II Floor, M.G.Road, Secunderabad-500003.

GST No. :

Supplier Details			
Shubham Enterprises 5-2-288/D,Hyderbasti,R.P. Road,Lane Opp.Arya Samaj,sec-bad-500 003 GSTIN 36AELFS6374J1ZC 6656-8151.. 040-66318150/23468151 9849153774		Doc No	93746 198071
		Doc Date	08-11-2022
		Quote No	Nil
		Quote Date	08-11-2022
		SupplyType	Supply

Kind Attn : Viral.

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 787700 - ELEC-Electrical - PVC-Surface Box--Anchor - 2Module - Nos	4.00	55.00	0.00	18.00	259.60
Total Order Value . . .					259.60
Rupees : Two Hundred Fifty Nine and Paise Sixty Only.					

Terms and Conditions :-

Specification / As per details given in the quotation.

Payment Terms Within 30 days of delivery.

Tax GST included in above price.

Delivery Date Next Day.

Delivery Location Greens Towers
Begumpet Main Road, Hyd. Opp. Hyderabad Public School.
Phone. 66335551

Penalty For Delay Nil

Transportation Included in the above price.

Warranty	Nil
----------	-----

Advance Paid Nil

Other Terms We reserve the right to reject items not conforming to quality and specifications. Above order for greens wiring purpose

Completion Date Nil

Measurment	Nil
------------	-----

Security	Nil
----------	-----

Remarks

For **Mody Consultancy Services**

Authorised Signatory

Accepted the above Terms And Conditions

For **Shubham Enterprises**

Name : _____

Name : _____

Date : / /

Requisition Form

Company Name: MCS

Site & Phase : greens towers

Unit No./Block No.

Supplier:

Material required urgent

before date:

S No Item

PO :- 93741

- 1 ELEC8297-Electrical-Switch--Wipro NW-16amps-Nos
- 2 ~~ELEC7877~~-Electrical-PVC-Surface Box--Anchor-2Module-Nos
- 3 ELEC1008-Electrical-Module Plate--Wipro NW-2 Module-Nos
- 4 ~~ELEC7079~~-Electrical-PVC Pipe--Sudhakar-3000X32MM-Nos

PO :- 93746

8	Qty required at site	8	Qty available	Order Qty	Inward No	Inward Date
4		4				
4		4				
30		30				

Remarks: Above order for greens wiring purpose.

Engineer

Prepared By: meenakshi

Approved By: P

Sign & Date:



Project Manager

Purchase

MD

APPROVED BY
07 NOV 2022
SOHAM MODI
MANAGING DIRECTOR