

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 12/1/23		Prepared by: Salman		Serial no.	
Supplier name: Emandi Enterprises				HO inward no.	
Firm/Company: modiforasy		Project: SOV		HO received date	
PO/WO date: 27/12/22		PO/WO No. 95529		Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	334	11/1/23	755/-	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
2.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
3.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
4.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Amount A – Bills total (Excluding Transport & Hamali Charges):					
Proof of delivery by way of: <input type="checkbox"/> DCs/bill <input type="checkbox"/> Steel report <input type="checkbox"/> RMC pour report <input type="checkbox"/> Solid block report <input type="checkbox"/> Installation report					
MRN nos.: 116178		Proof of delivery matches MRN		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Amount B –Other Credits : Transportation charges					
Amount C –Other Debits :					
Amount D (D=A+B-C) – Amount to be credited to the supplier: 755/-					
Amount E – PO / WO value: 755/-					
Amount F – Difference (A – E):					
Quantity received as per PO /WO		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Excess received <input type="checkbox"/> Short received <input type="checkbox"/> Part received			
Close PO / WO		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No – wait for balance material <input type="checkbox"/> Other			
Payment – due date		16/1/23			
Remarks:					
Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Salman				
Sign:	12/1/23				
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

Page(s) 1 Of 1

28-12-2022 16:27:52



v.Copy

From Company : **Modi Housing Pvt.Ltd**

5-4-187/3 & 4, IIInd Floor, M.G.Road, Secunderabad - 500002

G S T No. : 36AADCM5906D2Z0

27.12.22 3:28:16

Supplier DetailsEmandi Enterprises
Plot no. 179, H.no. 29-1384/2/4/1, road no.7, Deendayal nagae
Neeredmat, Mallkajgiri

GSTIN 36BBJPR6606L1Z4

9000753753

Doc No	95539	167396
Doc Date	28-12-2022	
Quote No		
Quote Date	28-12-2022	
SupplyType	Supply	

Kind Attn : Mr.Hari

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 895000 - PROM-Promotions - Foam Board-- - A3-5mm - Nos A3 size foam board	2.00	320.00	0.00	18.00	755.20
Total Order Value . . .					755.20

Rupees : Seven Hundred Fifty Five and Paise Twenty Only.

Terms and Conditions :-

Specification / Brand	A3 size foam board
Payment Terms	After delivery & production of bill
Tax	Inclusive of all taxes
Delivery Date	15-12-2022
Delivery Location	Silver Oak Villas Part III Sy.No.11,12,14,15,16,17,18 , 294 Phone. 0
Penalty For Delay	Nil
Transportation Cost	Nil
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications.
Completion Date	15-12-2022
Measurement	Nil
Security	Nil
Remarks	Nil

For **Modi Housing Pvt.Ltd**

Authorised Signatory

Name : _____

Contact - -

Accepted the above Terms And Conditions

For **Emandi Enterprises**

Name : _____

Date : ___/___/___