PURCHASE DIVISION
Advice for approval for credit to supplier

| | | | | | |
|---|---|---|---|---|---|
| Date: | 12/01/23 | Prepared by | Kalpana | Serial no. | |
| Supplier name | Elegant Enterprises | | | HO inward no. | 13022 |
| Firm/Company | MPPL | Project | HO | HO received date | |
| PO/WO date | 21/12/22 | PO/WO No. | 95242 | Scan ID. | |

| Sl no. | Bill no. | Bill date | Bill amount | Original attached |
|---|---|---|---|---|
| 1. | 0368 | 21/12/22 | 2,183/- | □ Yes □ No |
| 2. | | | | □ Yes □ No |
| 3. | | | | □ Yes □ No |
| 4. | | | | □ Yes □ No |

| | |
|---|---|
| Amount A – Bills total (Excluding Transport & Hamali Charges): | 2,183/- |
| Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report | |

| | | | |
|---|---|---|---|
| MRN nos.: | 116350 | 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: | 2,183/- |
| Amount E – PO / WO value: | 2,183/- |
| 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 | 16/01/23 |
| Remarks: | final Bill |

| Approved by | Purchase Officer | Purchase Manager | M D | Accountant | Accounts Manager |
|---|---|---|---|---|---|
| Name: | Kalpana | | | | |
| Sign: | [signature] | | | | |
| Date | 12/01/23 | | | | |
| 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.

| GSTIN: 36AJBPK0412E1ZY | ☐ Orignal for Receipient | ☑ Duplicate for Supplier / Transporter | ☐ Triplicate for Supplier | GST INVOICE CASH \| CREDIT |
|---|---|---|---|---|

# Elegant Enterprises

5-4-187/7/3, Karbala Maidan, Mahatma Gandhi Road, Secunderabad-500003
Phone: 040-66385358, 040-29303040 E-mail address: eleganthyd@hotmail.com
Preventers I Annunciators I Switchgears I Starters I Wires & Cables I Capacitors I Panel & Cable Accessories I Oil Seals
Step Down Transfromers I L.E.D Lights I Earthing Equipments I Carbon Brushes I PVC Insulation Tapes I Lugs I Spares

| | | | |
|---|---|---|---|
| Reverse Charge : | Nil | Transportation Mode : | Not Applicable |
| Invoice Number : | EE2223-0368 | Vehicle/LR Number : | Not Applicable |
| Invoice Date : | 21 December 2022 | Date of Supply : | 21 December 2022 |
| State : | Telangana (State Code : 36) | Place of Supply : | Hyderabad |

## Details of Buyer I Billed to:

Name : M/s Modi Properties Private Limited
Address : 5-4-187/3 & 4, 2nd Floor, Soham Mansion, Mahatma Gandhi Road, Secunderabad - 500003
GSTIN : 36AABCM4761E1ZM
State : Telangana — State Code : 36

Delivery Challan No. : Not Applicable — Date : - x -
Purchase Order No. : 95242 — Date : 21.12.2022
Delivery Location : Site: Head Office {Same as Billing Address}
Term of Payment : ☐ Against Delivery ☐ Against Proforma Invoice ☑ Within 30 days from date of Invoice.

| Sl. No. | Description of Goods | HSN/SAC | Quantity | UoM | CGST % | SGST % | IGST % | Rate | Amount |
|---|---|---|---|---|---|---|---|---|---|
| 1 | Crompton 400mm Wall Mounting Fan Model High Flo Wave Plus-KD White | 84145150 | 1.00 | No(s) | 9.00 | 9.00 | 0.00 | 1850.00 | 1850.00 |
| ***** | *In case of any complaint please call on toll free number 1800-419-0505 or email at consumer.support@crompton.co.in* | | | | | | | | |

Material Received
Elegant Enterprises

INWARD
Inward No: 783 Dt: 23/12/22
MRN No:
Received By:
MODI PROPERTIES

Total Invoice Amount in Words:
Rupees: Two Thousand One Hundred Eighty Three Only.

Elegant Enterprises Secunderabad

| | |
|---|---|
| Total Amount Before Tax | 1,850.00 |
| Add : CGST | 166.50 |
| Add : SGST | 166.50 |
| Add : IGST | 0.00 |
| R/o + Transportation | 0.00 |
| Total Amount | Rs. 2,183.00 |

SUMMIT SALES LLP — INWARD No: 10345 Date: 3/1/23 — R.B. DEPT.

Our Bank Details:

| | |
|---|---|
| Name of the Bank : HDFC Bank | Account No. : 50200009719725 |
| Branch Address : Paradise, S.D. Road, Sec-Bad-3 | IFS Code : HDFC0000042 |

Receiver's Seal and Signature with Name & Mobile Number
6301163879

Terms and Conditions :
1. Goods once sold will not be taken back of exchanged
2. Interest at 24% P. A. will be charged affter ....... Days.
3. Our risk & responsibility cease on the delivery of goods.
4. All disputes are subject to Secunderabad Jurisdiction
5. We declare that this invoice shows the actual price of the goods described and that all particulars are true & correct.

for Elegant Enterprises
Authorised Signatory
E & O. E

** Guarantee & Warranty Voids if Proper Earth Connection is not given to LED Light Fixtures.
**No Guarantee & Warranty on Breakages & Burnout.

Material Duly Checked By and Delivered to: Mr. DARSHAN (Electrician)
Eway Bill No. Not Applicable Dated: Not Applicable

| | | |
|---|---|---|
| Purchase Order Received On: 21.12.2022 | Date of Delivery: 22.12.2022 | Vehicle No.: Not Applicable {Delivery by Hand} |
| Purchase Order Received By: Email by Vanjakshi | | Vehicle Type : Not Applicable |



Head Office : Block - A ' 413 ' Shanti Bagh Apartments, 7 - 1 - 3, Begumpet, Hyderabad - 5000016

# Purchase Order

 21-12-2022 12:23:38

95242
13.12.22 4:23:05

v.Copy

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 | **Doc No** | 95242 | 198117 |
| 5-4-187/7/3,Karbala Maidan, M.G.Road, Secunderbad-500003. | **Doc Date** | 21-12-2022 | |
| | **Quote No** | Nil | |
| **GSTIN** 36AJBPK0412E1ZY | **Quote Date** | 20-12-2022 | |
| 66385358 9985113450/9885073880 | **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 | 284400 - ELEC-Electrical - Wall mounted Fan-- - NA - Nos | 1.00 | 1,850.00 | 0.00 | 18.00 | 2,183.00 |
| | | | | | **Total Order Value . . .** | **2,183.00** |

Rupees : Two Thousand One Hundred Eighty Three Only.

Terms and Conditions :-

| | |
|---|---|
| **Specification /** | All item shall be of 'Crompton'brand, |
| **Payment Terms** | After Delivery & Production of bill. |
| **Tax** | All taxes included in above price. |
| **Delivery Date** | Next day. |
| **Delivery Location** | Head Office<br>5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003<br>Phone. 040-66335551 |
| **Penality For Delay** | Nil |
| **Transportation** | Transport cost shall be borne by us. |
| **Warranty** | 2 years comprehensive warranty. |
| **Advance Paid** | Nil |
| **Other Terms** | We reserve the right items not confirming to qlty & specs. Above order for audit cabin purpose at 3rd floor of HO |
| **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 sent to HO office or purchase site office. Proof of delivery/DC can be sent by email. |

For ***Modi Properties Pvt.Ltd.***
Authorised Signatory

22/12/2022

Name : ______________

Accepted the above Terms And Conditions
For ***Elegant Enterprises***

Name : ______________

Date : __/__/____

Requisition Form

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Company Name: | mppl | Date: | 20-12-22 | | | | |
| Site & Phase : | mpl-head office | Time: | 15:30 | | | | |
| Unit No /Block No. | | | | | | | |
| Supplier: | | Req. No. | 198117 | | | | |
| Material required before date: | URGENT | ID No. | 82668 | | | | |
| S No | Item 2844 | Qty required | Qty available at site | Order Qty | Inward No | Inward Date | |
| 1 | ELEC1769-Electrical-Wall mounted Fan----Nos | 1 | | 1 | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |
| 5 | | | | | | | |
| 6 | | | | | | | |
| 7 | | | | | | | |
| 8 | | | | | | | |
| 9 | | | | | | | |
| 10 | | | | | | | |
| Remarks: | Above order for audit cabin purpose at 3rd floor of HO. | | | | | | |
| | Engineer | Project Manager | | Purchase | MD | | |
| Prepared By: | Meenakshi | | | | | | |
| Approved By: | | | | | | | |
| Sign & Date: | | | | | | | |

PO 95242

APPROVED BY
20 DEC 2022
SOHAM MODI
MANAGING DIRECTOR