

PURCHASE DIVISION
Advice for approval for credit to supplier



Date: 22/2/23		Prepared by: Deepa		Serial no. 14950	
Supplier name: elegant enterprises				HO inward no.	
Firm/Company: MMRK-Hp		Project: GHT		HO received date	
PO/WO date: 24/1/23		PO/WO No. 96405		Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	EE2223-0402	25/1/23	1,888/-	<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):				1,888/-	
Proof of delivery by way of <input checked="" 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.: 116711		Proof of delivery matches MRN		<input checked="" 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:				1,888/-	
Amount E – PO / WO value:				1,888/-	
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		27/2/23			
Remarks: final bill					
Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Deepa				
Sign:					
Date	22/2/23				
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.

Purchase Order

Page(s) 1 Of 1

24-01-2023 10:40:27



96405

10.01.23 4:03:12

From Company : **Mehta & Modi Realty Kowkur LLP**
5-4-187/3&4, II nd floor, MG Road, Soham Mansion, Secunderabad-
G S T No. : 36ABLFM7631F1Z3

Supplier Details

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

GSTIN 36AJBPK0412E1ZY

66385358

9985113450/9885073880

Doc No	96405	142554
Doc Date	24-01-2023	
Quote No	Nil	
Quote Date	20-01-2023	
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 4619 - Electrical - other - Meters - Single Phase - nos single phase submeters 1 phase	2.00	800.00	0.00	18.00	1,888.00
Total Order Value . . .					1,888.00

Rupees : One Thousand Eight Hundred Eighty Eight Only.

Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
Delivery Date	Next Working Day.
Delivery Location	Greenwood Heights Sy no: 196, Kowkur. Phone. 040-66335551
Penalty For Delay	Nil
Transportation	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for Ght site work 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 sent to HO office or purchase site office. Proof of delivery/DC can be sent by email

For **Mehta & Modi Realty Kowkur LLP**

Authorised Signatory

Name : _____

Name : _____

Accepted the above Terms And Conditions

For **Elegant Enterprises**

Date : ___/___/___

Requisition Form

Company Name:	MMR Kowkur LLP	Date:	20-01-23
Site & Phase :	GHT	Time:	17:24
Supplier		Req. No.	142554
Material required before date:	21-01-23	ID No.	83619

No	Description	Size	Quantity	Units	Inward No	Date
1	Single Phase Submeters	1 Phase	2	Nos		
2	800 + 18%					
3	Technical other -> 4619					
4						
5	96405 .					
6						
7						
8						
9						
10						

Remarks: - GHT site work purpose.

Prepared By	D Devi	Approved by	
Sign & Date	20-01-23	Sign. & Date	

APPROVED

21 JAN 2023

A Suresh
20-01-2023

P. VENKAT...
MANAGER PURCHASE

Note: On receipt of material at site write inward number and date in last 2 columns.

