PURCHASE DIVISION Advice for approval for credit to supplier

Date: 21-1		21-03.23	Prepared by		V.RAVI		Serial no.		15666	
Supplier na	me	Elegail	Confespri.	sej			HO inward	d no.	10000	
Firm/Comp	oplier name Elgal m/Company HHPL		T = -		50V-11)		HO received date		1	
PO/WO dat	PO/WO date 11.5.22		PO/WO No.		88177		Scan ID.			
SI no.		Bill no.		Bill date Bill amo			Bill amount	ill amount Origina		
1.	EE	2223 - 008	8 2	26.5.22			7899-1	0	∨ Yes □ No	
2.							1		□ Yes □ No	
3.								_	□ Yes □ No	
4.							1	-+	□ Yes □ No	
Amount A -	- Bills to	otal (Excluding Trans	sport & Hamali	Charg	ges):				₹899 { —	
Proof of del	ivery by	way of: DCs/bill	□ Steel report	□ RM	IC pour repor	rt 🗆 So	olid block rep	ort 🗆 Inst	tallation report	
MRN		10 म म म ।			•	Proof	of delivery		Yes no	
nos.:	0.1 ~		**			match	nes MRN		3	
		redits: Transportation	on charges						-	
Amount C –	Other D	ebits:				\$	-	,	-	
Amount D (D=A+B	-C) – Amount to be	credited to the	suppli	er:			# 1	399-00	
Amount E –	PO / W	O value:						78	398-92	
Amount F –	Differen	nce (A – E):							OU. SPL MIL	
Quantity rec	eived as	per PO /WO	161	Yes □	Excess recei	ved 🗆 S	Short received	□ Part re		
Close PO / V	WO		6	Yes 🗆	No – wait fo	r baland	ce material	Other		
Payment – d	lue date			2	3 03 23					
Remarks:		find sil	1 & 01				40 ME)	OriyiL	1 davoice m	
So Ce	ulitie	2 arus (copy . He			_	ing this		11.	
Approved	d by	Purchase Officer	Purchase Manager		M D		Accoun	tant	Accounts Manager	
Name:			V. RAVI					,		
Sign:			D					2		
Date			21/3/2	3						
	nit	Upto 20k	Above 20k		Above 100l				<u> </u>	

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.



Form for closure of purchase order

PO no.:	99177	PO date:	11/5/22	Req. no.:	185194	Advice Scan ID
Barcodeo	d PO available	□ Y/N N	Invoice original availab		Copy availab	le POD available \(\sigma Y / \sigma N\)
Data requ	uired from site/e	ngineers:				
MRN nos	s. related to PO	107	775			
□ Part ma	aterial received.		Full material receive	ed.	□ Ma	terial not received.
□ Close I	PO – Balance m	aterial will b	e re-ordered by new requ	isition.		
□ Cancel	PO. Material no	ot required.	☐ Cancel PO. Mate	rial will be re-	ordered by nev	v requisition
□ Keep P	O open. Materi	al required.	□ Keep PO open. V	Vork under pro	gress.	
Remarks	by engineer:					
Notes: 1. Pr	rovide details of ma	terial received l	y way of separate attachment. scanned and sent to Ravi.	2. Provide scanne	ed copy of DCs/pi	roof of delivery + PO. 3. Provide copies
	by: K. Tula		Sign:		Date:	03 03 23
	uired from accor					
	Checked	with E&D f	or receipt of bills.			
Bills no	ot received again	nst this PO.	□ Part bill received a	against this PC). 🗆 All b	ills received against this PO.
□ Advan	ce paid against t	his PO	Amount paid:		Date of	payment:
Details o	f part bill receiv	ed:				
Sl. No.			Bill date	Bill a	mount	Cr. given to supplier
1.						
2.						
3.						and the second s
Remarks	by Accountants	Ban	Not Recw.	-d		
Prepared	by: P. Ran		Sign: (1)	-1	Date:	1313123
Notes: 1. P	Os/WOs issued for	rurnkey works -	may have been processed by E	&D. Check before	e filling the above	
Prepared	l by:	************	Sign:		Date:	
Remarks	by Ravi + deta	ils of bills to	be approved:			
Sl. No.	Bill no.		Bill date	Bill a	mount	MRN no.
1.	EE 22/23/00 1	88	26.05.22	1	7899-W	107775.
2.						
3.		-1961	5,11 copy	required.		
Remarks		Flitied		A grand	Date:	15 2 2
	l by: Ravi	7	Sign.	U ,	Date	15/03/23
	by MD - action t	EN LESSEN COLLUMN		D 133	1: 00110	
Get ce	ertified bill from					material supplied.
		orepare advic	e for credit to supplier a			
	Close PO	L	1			Material awaited
D1.		be reconcile	d with supplier. Get supp	oller's ledger.		AY
Remarks					1-	OROVED
Approve	ed by: Soham		Sign:		Date: A	PPROVED BY
				1		16 11.00

Purchase Order

Page(s) 1 Of 1

03-03-2023 12:55:35

Original / Office Copy / Purchase Div.Copy

From Company: Modi Housing Pvt.Ltd

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

G S T No.: 36AADCM5906D2Z0

Doc No	88177	185194	
Doc Date	11-05-2022		
Quote No NIL			
Quote Date	06-05-2022		
SupplyType	Supply		
	SupplyType	SupplyType Supply	

Kind Attn: Mr.Gaurang Kadakia/Mahesh Kadakia

Gull.

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 4525 - Electrical - other - Ceiling fan - other - nos	4.00	1,361.00	0.00	18.00	6,423.92
2 4561 - Electrical - other - Exhaust fan - other - nos Crompton 150mm exhaust fan maount air new-white	1.00	1,250.00	0.00	18.00	1,475.00
		Total Or	der Value	e	7,898.92

Terms and Conditions :-

Specification /

All items shall be of 'CG' brand, Seawind model

Payment Terms

After Delivery & Production of bill.

Tax

All taxes included in above price.

Delivery Date

Next day.

Delivery Location

Silver Oak Villas Part III

Sy .No.11,12,14,15,16,17,18, 294

Phone. 0

Penality For Delay Nil

Transportation

Transport cost shall be borne by us.

Warranty

Nil

Advance Paid

Other Terms

We reserve the right items not confirming to qlty & specs. Above order for commercial complex office purpose.

Completion Date

Nil Measurment

Security

Nil Nil

Remarks

Accepted the above Terms And Conditions

For Elegant Enterprises

For	Modi	Housing	Pvt.l	_ta
-----	------	---------	-------	-----

Authorised Signatory

Name:

Nama '	

Date : __/__/__

	Orignal for Receip	- N	uplicate for	Stapplier /	Transport	ter 🗆	Triplicate fo	or Supplier	GST INVO
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Name : M/s Modi Hou	sing Private Limited	Det	ails of Bu	yer Bille	ed to:			id .	
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Secunderabad - 50	Moad,			rurchase	Order No.	.:88177			Date:-x-
SIN : 36AADCM591	06D2ZO			Delivery Lo	ocation	Silver Oak	Villas Part-III	, Sy. No. 11, 1	Date: 11.05.20 12, 14, 15, 16,
tate : Telangana		State Code	1	Term of n		,			
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Descrip	otion of Goods	HSN/SAC	Quantity			V.	Jo ua	y nom date	of Invoice.
1 Crompton 150mm N	lew Mount Air Exhaust	East au		UoM	CGST %	SGST %	IGST %	Rate	Amount
- Crompton 48" (1200	mm) Sweep Ceiling Fan	84145120	1.00	No's	9.00	9.00	0.00	1250.00	
White Seawind		71243120	4.00	No's	9.00	9.00	0.00	1361.00	1250.0
		+						1301.00	5444.0
		1					-		
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Mahatma G	4, 2nd Floor, Soham Ma	ansion,			Purchase	Order No.		(27)		Date: 11.05.2022
Secunderaba					Delivery Lo	ocation	17, 18, 294		, Sy. No. 11,	12, 14, 15, 16,
	45906D2ZO						☐ Against		☐ Against I	Proforma Invoice
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SI No.	Description of Goods		HSN/SAC	Quantity	UoM	CGST %	SGST %	IGST %	Rate	Amount
1 Crompton 15	Omm New Mount Air Exi	haust Fan	8414	1.00	No's	9.00	9.00	0.00	1250.00	1250.00
1 Crompton 48	(1200mm) Sweep Ceitir	ng Fan	84145120	4.00	No's	9.00	9.00	0.00	1361.00	5444.0
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***** Incase of any	complaint please call cu	stomer								
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viaterial Duly Checked E	By and Delivered to Mr.	vamsni (Dri	ver;				cway Bill	No. Not App	vicable Date	d: Not Applicable
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