PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	21-03-23	Prepared by	V.RAVI	Serial no.	**15666**
Supplier name	Elegant Enterprises			HO inward no.	
Firm/Company	MHPL	Project	SOV-III	HO received date	
PO/WO date	11.5.22	PO/WO No.	88177	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	EE 2223 - 0088	26.5.22	7899-00	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	7899/-
Proof of delivery by way of: ☑ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	
MRN nos.: 107775 — 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:	7899-00
Amount E – PO / WO value:	7898-92
Amount F – Difference (A – E):	NIL
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	23/03/23
Remarks:	find bill & close this (NOTE) Original Invoice missing so certified True copy, we are processing this bill.

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V.RAVI			
Sign:		[signature]			
Date		21/3/23			
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.

MODI PROPERTIES PVT. LTD. * SEC'BAD *
INWARD
No. 9785
Date 23/3/23
Sign.

Form for closure of purchase order

PO no.:	88177	PO date:	11/5/22	Req. no.:	185194	Advice Scan ID	
Barcoded PO available	□ Y/☑N	Invoice original available	□Y/☑N /□Copy available	POD available	☑□Y/□ N		

Data required from site/engineers:		
MRN nos. related to PO	107775	
□ Part material received.	☑ Full material received.	□ Material not received.
□ Close PO – Balance material will be re-ordered by new requisition.		
□ Cancel PO. Material not required.	□ Cancel PO. Material will be re-ordered by new requisition	
□ Keep PO open. Material required.	□ Keep PO open. Work under progress.	
Remarks by engineer:		
Notes: 1. Provide details of material received by way of separate attachment. 2. Provide scanned copy of DCs/proof of delivery + PO. 3. Provide copies of invoices if available. 4. This entire set to be scanned and sent to Ravi.		
Prepared by: K. Tulasi Rani	Sign:	Date: 03/03/23
Data required from accounts:		
□	Checked with E&D for receipt of bills.	
☑ Bills not received against this PO.	□ Part bill received against this PO.	□ All bills received against this PO.
□ Advance paid against this PO	Amount paid:	Date of payment:
Details of part bill received:		

Sl. No.	Bill no.	Bill date	Bill amount	Cr. given to supplier
1.				
2.				
3.				

Remarks by Accountants: Bill Not Received		
Prepared by: P. Ramesh	Sign:	Date: 13/3/23
Notes: 1. POs/WOs issued for turnkey works - may have been processed by E&D. Check before filling the above.		
Prepared by:	Sign:	Date:
Remarks by Ravi + details of bills to be approved:		

Sl. No.	Bill no.	Bill date	Bill amount	MRN no.
1.	EE22/23/0088	26.05.22	7899.00	107775.
2.				
3.				

Remarks: Certified bill copy required.		
Prepared by: Ravi	Sign:	Date: 15/03/23
Advice by MD - action to be taken.		
☑ Get certified bill from supplier (not original).	□ Prepare bill in SSLLP for material supplied.	
☑	Thereafter, prepare advice for credit to supplier and send to Soham for processing.	
☑	Close PO	□ Keep PO open. Material awaited
□	Accounts to be reconciled with supplier. Get supplier's ledger.	
Remarks:		
Approved by: Soham	Sign:	Date:

APPROVED BY
16 MAR 2023
SOHAM MODI
MANAGING DIRECTOR

Form for closure of purchase order dt 09-03-23 ver5.docx

Purchase Order

 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

Supplier Details			
Elegant Enterprises	**Doc No**	88177	185194
5-4-187/7/3,Karbala Maidan, M.G.Road, Secunderbad-500003.	**Doc Date**	11-05-2022	
	Quote No	NIL	
GSTIN 36AJBPK0412E1ZY	**Quote Date**	06-05-2022	
66385358 9985113450/9885073880	**SupplyType**	Supply	

Kind Attn : Mr.Gaurang Kadakia/Mahesh Kadakia

Full.

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 Order Value . . .	**7,898.92**

Rupees : Seven Thousand Eight Hundred Ninty Eight and Paise Ninty Two Only.

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	Nil
Other Terms	We reserve the right items not confirming to qlty & specs. Above order for commercial complex office purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

Accepted the above Terms And Conditions

For ***Modi Housing Pvt.Ltd***

Authorised Signatory

For ***Elegant Enterprises***

Date : __/__/____

Name : ____________________

Name : ____________________

GSTIN: 36AJBPK...

☐ 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 | Annunciators | Switchgears | Starters | Wires & Cables | Capacitors | Panel & Cable Accessories | Oil Seals
Step Down Transfromers | L.E.D Lights | Earthing Equipments | Carbon Brushes | PVC Insulation Tapes | Lugs | Spares

Reverse Charge : Nil
Invoice Number : EE2223-0088
Invoice Date : 26 May 2022
State : Telangana
State Code : 36

Transportation Mode : Not Applicable
Vehicle/LR Number : Not Applicable
Date of Supply : 26 May 2022
Place of Supply : Hyderabad

Details of Buyer | Billed to:

Name : M/s Modi Housing Private Limited
Address : 5-4-187/3 & 4, 2nd Floor, Soham Mansion,
Mahatma Gandhi Road,
Secunderabad - 500003
GSTIN : 36AADCM5906D2ZO
State : Telangana
State Code : 36

Delivery Challan No. : Not Applicable | Date : - x -
Purchase Order No. : 88177 | Date : 11.05.2022
Delivery Location : Silver Oak Villas Part-III, Sy. No. 11, 12, 14, 15, 16, 17, 18, 294
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 150mm New Mount Air Exhaust Fan	8414	1.00	No's	9.00	9.00	0.00	1250.00	1250.00
1	Crompton 48" (1200mm) Sweep Ceiling Fan White Seawind	84145120	4.00	No's	9.00	9.00	0.00	1361.00	5444.00
*****	*Incase of any complaint please call customer care toll free number 18004190505 or email at consumer.support@crompton.co.in*								
*****	*Purchase order received on 26.05.2022*								

Total Invoice Amount in Words:
Rupees: Seven Thousand Eight Hundred Ninety Nine Only.

Total Amount Before Tax:	6,694.00
Add : C G S T :	602.46
Add : S G S T :	602.46
Add : I G S T :	0.00
R/o + Transportation :	0.08
Total Amount :	Rs. 7,899.00

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

Receiver's Seal and Signature with Name & Mobile Number
8712311346

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. Vamshi (Driver)
Eway Bill No. Not Applicable Dated: Not Applicable

Head Office : Block - A, 413, Shanti Bagh Apartments, 7 - 1 - 3, Begumpet, Hyderabad - 500016

INWARD
Inward No: 353 | Dt: 26/5/22
MRN No: 107725 | Dt: 27/5/22
Received By: | Sign:
M H P L-SOV-III

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	EE2223-0088	Vehicle/LR Number :	Not Applicable
Invoice Date	26 May 2022	Date of Supply :	26 May 2022
State	Telangana (State Code : 36)	Place of Supply :	Hyderabad

Details of Buyer I Billed to:

Name	M/s Modi Housing Private Limited	Delivery Challan No. : Not Applicable	Date : - x -
Address	5-4-187/3 & 4, 2nd Floor, Soham Mansion, Mahatma Gandhi Road, Secunderabad - 500003	Purchase Order No. : 88177	Date : 11.05.2022
		Delivery Location :	Silver Oak Villas Part-III, Sy. No. 11, 12, 14, 15, 16, 17, 18, 294
GSTIN	36AADCM5906D2ZO	Term of Payment :	☐ Against Delivery ☐ Against Proforma Invoice ☑ Within 30 days from date of Invoice.
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Add : I G S T	0.00
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Branch Address : Paradise, S.D. Road, Sec-Bad-3	IFS Code : HDFC0000042

Receiver's Seal and Signature with Name & Mobile Number

8712311346

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2. interest at 24% P. A. will be charged aftter ...... Days.
3. Our risk & responsibility cease on the delivery of goods.
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Authorised Signatory

E & O. E

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**No Guarantee & Warranty on Breakages & Burnout.

Material Duly Checked By and Delivered to: Mr. Vamshi (Driver)

Eway Bill No. Not Applicable Dated: Not Applicable

Head Office : Block - A ' 413 ' Shanti Bagh Apartments, 7 - 1 - 3, Begumpet, Hyderabad - 500016

"TRUE COPY"