PURCHASE DIVISION
Advice for approval for credit to supplier

| | | | | | |
|---|---|---|---|---|---|
| Date: | 01.04.23 | Prepared by | V. RAVI | Serial no. | 16070 |
| Supplier name | Elegant Enterprises | | | HO inward no. | |
| Firm/Company | P.M.E | Project | PMR (Phase-II) | HO received date | |
| PO/WO date | 13.08.18 | PO/WO No. | 52577 | Scan ID. | |

| Sl no. | Bill no. | Bill date | Bill amount | Original attached |
|---|---|---|---|---|
| 1. | EE-275 | 14.08.18 | 2620-00 | ☑ Yes □ No |
| 2. | | | | □ Yes □ No |
| 3. | | | | □ Yes □ No |
| 4. | | | | □ Yes □ No |

| | |
|---|---|
| Amount A – Bills total (Excluding Transport & Hamali Charges): | 2620-00 |
| Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report | |
| MRN nos.: 59293 | 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: | 2620-00 |
| Amount E – PO / WO value: | 5239-20 |
| Amount F – Difference (A – E): | 2619-00 |
| 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 | 03/04/23 |
| Remarks: final bill & close this P.O | |

| Approved by | Purchase Officer | Purchase Manager | M D | Accountant | Accounts Manager |
|---|---|---|---|---|---|
| Name: | | V. RAVI | | | |
| Sign: | | [signature] | | | |
| Date | | 01/04/23 | | | |
| 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. 07
Date. 1.4.23
Sign.

Form for closure of purchase order

| PO no.: | 52577 | PO date: | 13.08.18 | Req. no.: | 64892 | 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 | 59293 & 59458. | |
| □ 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: All Mated received. | | |

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: V. RAVI | Sign: | Date: 30.03.23. |
|---|---|---|

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: Against this PO no bill received

| Sl. No. | Bill no. | Bill date | Bill amount | Cr. given to supplier |
|---|---|---|---|---|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |
| 6. | | | | |

Remarks by Accountants:

| Prepared by: Aruwini | Sign: | Date: 31/03/23. |
|---|---|---|

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. | CE-275 | 14.08.2018 | 2620-00 | 59293 |
| 2. | | | | |
| 3. | | | | |

Remarks: Need MD's Approval for enclosed Certified True copy

| Prepared by: Ravi | Sign: | Date: 31.03.2023 |
|---|---|---|

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
- 1 APR 2023
SOHAM MODI
MANAGING DIRECTOR

Modi Properties - Purchase Order Module

## Material Receipts Form

PO Doc No 52577

New DC | Edit | Save | Close

MRN Doc ID 59293

MRN Date 17-08-2018

DC No 1234

DC Date 13-08-2018

Remarks

In Time 14.00

Vehicle No by bike

Delivered By kiran

Received By security

Inward No 19002

Inward Date 16.8.18

Company Name : Paramount Estates
Project Name : Paramount Residency - Phase II
Supply Type : Supply
Quote No : Nil
Quote Date : 13-08-2018
-------------------------------
Supplier Name : Elegant Enterprises
Contact Person : Mr.Gaurang Kadakia/Mahesh Kadakia
Address : 5-4-187/7/3,Karbala Maidan, M.G.Road, Secunderbad-
Phone : 66385358

PDF Name PO52577DC1234MR59293

| SNo | Category | Item Name | Ord Qty | DC Qty | Status | Balance | Recd Qty | Rate |
|---|---|---|---|---|---|---|---|---|
| | Plumbing - pumps | 7182 - Plumbing - pumps - Pump Starter - NA - nos | 2 | 2 | Closed | 0 | 1 | 0 |

Type here to search

35°C Sunny ENG 13:50 30-03-2023

Modi Properties - Purchase Order Module

## Material Receipts Form

PO Doc No: 52577

New DC | Edit | Save | Close

MRN Doc ID: 59458

MRN Date: 22-08-2018

DC No: 275

DC Date: 13-08-2018

Remarks:

In Time: 14.00

Vehicle No: by bike

Delivered By: kiran

Received By: security

Inward No: 19002

Inward Date: 16.8.18

Company Name : Paramount Estates
Project Name : Paramount Residency - Phase II
Supply Type : Supply
Quote No : Nil
Quote Date : 13-08-2018
~~~~~~~~~~~~~~~~~~~~~~~~~~
Supplier Name : Elegant Enterprises
Contact Person : Mr.Gaurang Kadakia/Mahesh Kadakia
Address : 5-4-187/7/3,Karbala Maidan, M.G.Road, Secunderbad-
Phone : 66385358

PDF Name: PO52577DC275MR59458

| SNo | Category | Item Name | Ord Qty | DC Qty | Status | Balance | Recd Qty | Rate |
|---|---|---|---|---|---|---|---|---|
| | Plumbing - pumps | 7182 - Plumbing - pumps - Pump Starter - NA - nos | 2 | 2 | Closed | 0 | 1 | 0 |

Type here to search

35°C Sunny

ENG 13:50 30-03-2023
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# Purchase Order

 13-08-2018 16:55:21 Original / Office Copy / Purchase Div.Copy

From Company : **Paramount Estates**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36AAJFP4202C1ZP

| **Supplier Details** | | | |
|---|---|---|---|
| Elegant Enterprises | **Doc No** | 52577 | 64897 |
| 5-4-187/7/3,Karbala Maidan, M.G.Road, Secunderbad-500003. | **Doc Date** | 13-08-2018 | |
| | **Quote No** | Nil | |
| 66385358 | **Quote Date** | 13-08-2018 | |
| 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 | 7182 - Plumbing - pumps - Pump Starter - NA - nos<br>*Digital* | 2.00 | 2,220.00 | 0.00 | 18.00 | 5,239.20 |
| | | | | **Total Order Value . . .** | | **5,239.20** |

Rupees : Five Thousand Two Hundred Thirty Nine and Paise Twenty Only.

## Terms and Conditions :-

| | |
|---|---|
| **Specification / Brand** | All items shall be of 'Ocleg' brand |
| **Payment Terms** | On complete delivery of all materials only ! |
| **Tax** | GST included in above price. |
| **Delivery Date** | Next Day. |
| **Delivery Location** | Paramount Residency - Phase II<br>Sy.No. 233, Near Shilpa Layout, Nagaram, Hyderabad.<br>Phone. Contact: Security 65137111, Admin. - 9246824538 |
| **Penality For Delay** | Nil |
| **Transportation Cost** | Transport cost shall be borne by us. |
| **Warranty** | Against manuf. defect |
| **Advance Paid** | Nil |
| **Other Terms** | We reserve the right to reject items not conforming to quality and specifications. Payment as per actual wgmt. Above order for septick tank motor starter purpose. |
| **Completion Date** | Nil |
| **Measurment** | Nil |
| **Security** | Nil |
| **Remarks** | |

For ***Paramount Estates***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Elegant Enterprises***

Name : ____________________ Name : ____________________ Date : __/__/____

Contact - -

| 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, M. G. Road, Secunderabad-500003
Phone: 040- 6638-5358, 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 Equipiments | Carbon Brushes | PVC Insulation Tapes | Lugs | Spares

| | | | |
|---|---|---|---|
| Reverse Charge | Nil | Transportation Mode : | Not Applicable |
| Invoice Number | EE - 275 | Vehicle/LR Number | Not Applicable |
| Invoice Date | 14 August 2018 | Date of Supply : | 14 August 2018 |
| State | Telangana — State Code : 36 | Place of Supply : | Hyderabad |

## Details of Buyer | Billed to:

| | |
|---|---|
| Name: M/s Paramount Estates | Delivery Challan No. : Not Applicable — Date : - x - |
| Address: 5-4-187/3 & 4, 3rd Floor, Mahatma Gandhi Road, Secunderabad - 500003 | Purchase Order No. : 52577 — Date : 13.08.2018 |
| GSTIN : 36AAJFP4202C1ZP | Delivery Location : Paramount Residency-Phase II, Nagaram, Hyd |
| State : Telangana — State Code : 36 | Term of Payment : Within 30 days from the date of invoice |

| Sl. No | Description of Goods | HSN/SAC | Quantity | UoM | CGST % | SGST % | IGST % | Rate | Amount |
|---|---|---|---|---|---|---|---|---|---|
| 1 | Odeg 2-20A Three Phase Digital Control Panel Model ODP 306-AT | 8536 | 1.00 | No's | 9.00 | 9.00 | 0.00 | 2220.00 | 2220.00 |
| | Material Delivered to Mr. Kiran Kumar from Paramount Estates | | | | | | | | |

Total Invoice Amount in Words:
Rupees: Two Thousand Six Hundred Twenty Only.

| | |
|---|---|
| Total Amount Before Tax : | 2,220.00 |
| Add : C G S T : | 199.80 |
| Add : S G S T : | 199.80 |
| Add : I G S T : | 0.00 |
| Rounded off Value : | 0.40 |
| Total Amount | Rs. 2,620.00 |

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

Terms and Conditions :
1. Goods once sold will not be taken back of exchanged
2. Interest at 24% P. A. will be charged aftter ...... 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



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

Elegant Enterprises Secunderabad