PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	01.04.23	Prepared by	V.RAVI	Serial no.	16084
Supplier name	Elegant Enterprises.			HO inward no.	
Firm/Company	Cryentia Ltd	Project	GV one.	HO received date	
PO/WO date	18.06.22	PO/WO No.	89265.	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	EE 2223-0128	18.06.22	18,270.00	✓ ☐ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	18,270.00
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	

MRN nos.:	108685	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:	18,270.00
Amount E – PO / WO value:	18,270.00
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	03/04/23
Remarks:	final bill & Close this Po.

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. * SECBAD * INWARD No. 09 Date 1/4/23 Sign

Form for closure of purchase order

PO no.: 89265	PO date: 18.06.22		Req. no.: 195031		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	108685						
□ 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: Full material 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: Md. Mwisalim Ansari	Sign: Ansari	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:

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

Remarks by Accountants: Bills not received

Prepared by: R. Vinod Kumar	Sign: R. Vinod Kumar	Date: 30.03.2023

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.	EE2223-0128	18.06.2022	18,270-00	108685
2.				
3.				

Remarks: Need MD's Approval for enclosed certified true copy.

Prepared by: Ravi	Sign:	Date: 31.03.23.

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
- 1 APR 2023
SOHAM MODI
MANAGING DIRECTOR

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Purchase Order

Original / Office Copy / Purchase Div.Copy

From Company : **Crescentia Labs Pvt Ltd**
Plot No.15-B, MN Park Phase-I, Sy No.230 to 243, Turkapally Village, Shameerpet Mandal, Medchal Malkajigiri (D).
G S T No. : 36AADCB2608M1ZO

Supplier Details

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

GSTIN 36AJBPK0412E1ZY
66385358 9985113450/9885073880

Doc No	89265	195031
Doc Date	18-06-2022	
Quote No	NIL	
Quote Date	11-06-2022	
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	4695 - Electrical - wires - Copper flat wire - 3core - mtrs *3 Core x 35Sq.mm x 11KV HT Cable*	28.00	552.96	0.00	18.00	18,269.80
	Rupees : Eighteen Thousand Two Hundred Sixty Nine and Paise Eighty Only.			**Total Order Value . . .**		**18,269.80**

Terms and Conditions :-

Specification / Brand	All items shall be of SouthKing brand
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
Delivery Date	Next Day.
Delivery Location	G V One Plot No.15-B, MN Park Phase-I, Sy No. 230 to 243, Turkapally Village, Shameerpet mandal, Medchal Malkajigiri (D) Phone.
Penality For Delay	Nil
Transportation Cost	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. Payment as per actual reciept of material. Above order for Connecting between RMU to transformer purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***Crescentia Labs Pvt Ltd***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Elegant Enterprises***

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

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
Invoice Number : EE2223-0128
Invoice Date : 18 June 2022
State : Telangana State Code : 36

Transportation Mode : Not Applicable
Vehicle/LR Number : Not Applicable
Date of Supply : 18 June 2022
Place of Supply : Hyderabad

Details of Buyer I Billed to:

Name : M/s Crescentia Labs Private Limited
Address : Plot No.15-B, MN Park Phase-I,
Sy No.230 to 243, Turkapally Vill.
Shameerpet Mandal, Medchal Malkajigiri (D)
GSTIN : 36AADCB2608M1ZO
State : Telangana State Code : 36

Delivery Challan No. : Not Applicable Date : - x -
Purchase Order No. : 89265 Date : 18.06.2022
Delivery Location : Site: Plot No.15-B, MN Park Phase-I, Sy No. 230 to 243, Turkapally Vill., Shameerpet Mandal,
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	Polycab 35Sq.mm x 3C x 11kv HT Cable	85446090	28.00	Meter(s)	9.00	9.00	0.00	552.96	15482.88

INWARD
Inward No: 1072 Dt: 20-6-22
MRN No: 108689 Dt: 20-6-22
Received By: Ansari Sign: Ansari
CRESCENTIA LABS PVT LTD

Total Invoice Amount in Words:
Rupees: Eighteen Thousand Two Hundred Seventy Only.

ELEGANT ENTERPRISES Ph: 66385358

Total Amount Before Tax:		15,482.88
Add : C G S T	:	1,393.46
Add : S G S T	:	1,393.46
Add : I G S T	:	0.00
R/o + Transportation	:	0.20
Total Amount	:	Rs. 18,270.00

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 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. Krishnam Raju {Driver}
Eway Bill No. Not Applicable Dated: Not Applicable

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

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 :	EE2223-0128	Vehicle/LR Number :	Not Applicable
Invoice Date :	18 June 2022	Date of Supply :	18 June 2022
State	Telangana — State Code : 36	Place of Supply :	Hyderabad

Details of Buyer I Billed to:

Name :	M/s Crescentia Labs Private Limited	Delivery Challan No. : Not Applicable	Date : - x -
Address :	Plot No.15-B, MN Park Phase-I, Sy No.230 to 243, Turkapally Vill. Shameerpet Mandal, Medchal Malkajigiri (D)	Purchase Order No. : 8 9 2 6 5	Date : 18.06.2022
		Delivery Location :	Site: Plot No.15-B, MN Park Phase-I, Sy No. 230 to 243, Turkapally Vill., Shameerpet Mandal.
GSTIN :	3 6 A A D C B 2 6 0 8 M 1 Z O	Term of Payment :	☐ Against Delivery ☐ Against Proforma Invoice ☑ Within 30 days from date of Invoice
State	Telangana — State Code : 36		

Sl. No.	Description of Goods	HSN/SAC	Quantity	UoM	CGST %	SGST %	IGST %	Rate	Amount
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Total Invoice Amount in Words:

Rupees: Eighteen Thousand Two Hundred Seventy Only.

Total Amount Before Tax	:	15,482.88
Add : C G S T	:	1,393.46
Add : S G S T	:	1,393.46
Add : I G S T	:	0.00
R/o + Transportation	:	0.20
Total Amount	:	Rs. 18,270.00

Our Bank Details:

Name of the Bank : HDFC Bank	Account No. : 5 0 2 0 0 0 0 9 7 1 9 7 2 5
Branch Address : Paradise, S.D. Road, Sec-Bad-3	I F S Code : H D F C 0 0 0 0 0 4 2

Receiver's Seal and Signature with Name & Mobile Number

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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. Krishnam Raju (Driver)

Eway Bill No. Not Applicable Dated: Not Applicable

minilec L&T SWITCHGEAR SIEMENS COOPER Bussmann dowells HMI PHILIPS TEKNIC SG POLYCAB Finolex Cables Limited legrand Capco

Head Office : Block - A ' 413 ' Shanti Bagh Apartments, 7 - 1 - 3, Begumpet, Hyderabad - 5 0 0 0 1 6