

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		01/04/23		Prepared by		V. RAVI		Serial no.		16085	
Supplier name		Elegant Enterprises.						HO inward no.			
Firm/Company		Crescentia Ltd		Project		Grone		HO received date			
PO/WO date		27.05.22		PO/WO No.		88691		Scan ID.			
Sl no.	Bill no.			Bill date		Bill amount			Original attached		
1.	EE2223 - 0093			28.05.22		23,704-00			☒ Yes ☐ No		
2.						/			☐ Yes ☐ No		
3.									☐ Yes ☐ No		
4.									☐ Yes ☐ No		
Amount A – Bills total (Excluding Transport & Hamali Charges):								23,704-00			
Proof of delivery by way of: ☒ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report											
MRN nos.:		107926				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:								23,704-00			
Amount E – PO / WO value:								23,703-84			
Amount F – Difference (A – E):								0.16			
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: find bill & close this P.O.											
Approved by		Purchase Officer		Purchase Manager		M D		Accountant		Accounts Manager	
Name:				V. RAVI							
Sign:											
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.



Form for closure of purchase order

PO no.: 88691	PO date: 27.05.22	Req. no.: 195022	Advice Scan ID
Barcoded PO available ☒ Y ☐ N	Invoice original available ☐ Y ☒ N	Copy available ☒ Y ☐ N	POD available ☒ Y ☐ N
Data required from site/engineers:			
MRN nos. related to PO 107926			
☐ 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. Mursalin 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: Rs. 30,000/-	
Date of payment: 02.03.23			
Details of part bill received:			
Sl. No.	Bill no.	Bill date	Bill amount
1.			
2.			
3.			
Cr. given to supplier			
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
1.	EE2223-0093	28.05.22	23,704-00
2.			
3.			
MRN no. 107926			
Remarks: Need MD's approval for enclosed certified true copy.			
Prepared by: Ravi		Sign: Ravi	
Date: 31.03.23.			
Advice by MD - action to be taken.			
☒ Get certified bill from supplier (not original).		☐ Prepare bill in SSLP 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: Soham	
Date:			

APPROVED BY
- 1 APR 2023
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

28-05-2022 11:44:33

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	88691	195022
Doc Date	27-05-2022	
Quote No	NIL	
Quote Date	16-05-2022	
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 4691 - Electrical - wires - Al Armoured cable - NA - mtrs Polycab 120Sq.mm x 1C Al. Armoured cable	60.00	334.80	0.00	18.00	23,703.84
Total Order Value . . .					23,703.84

Rupees : Twenty Three Thousand Seven Hundred Three and Paise Eighty Four Only.

Terms and Conditions :-

Specification / Brand All items shall be "Polycab" Brand. Armoured copper cable.

Payment Terms After Delivery & Production of bill

Tax All taxes included in above price.

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.

Penalty 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. Above order for 11KV Cable for transformer use 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 ema

For **Crescentia Labs Pvt Ltd**

Authorised Signatory

Accepted the above Terms And Conditions

For **Elegant Enterprises**

Name : _____

Name : _____

Date : __/__/__

Purchase Order

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Original / Office Copy / Purchase Div.Copy

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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	88691	195022
	Doc Date	27-05-2022	
	Quote No	NIL	
	Quote Date	16-05-2022	
	SupplyType	Supply	

Kind Attn : Mr.Gaurang Kadakia/Mahesh Kadakia

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Tax	All taxes included in above price.
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. .
Penalty 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. Above order for 11KV Cable for transformer use 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 ema

For **Crescentia Labs Pvt Ltd**

Authorised Signatory

Accepted the above Terms And Conditions

For **Elegant Enterprises**

Name : _____

Name : _____

Date : __/__/__

Contact - -

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