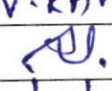


PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		01/04/23		Prepared by	V. RAVI	Serial no.	16088
Supplier name		Elegant Enterprises.		HO inward no.			
Firm/Company		MRKLP		Project	G.H.P	HO received date	
PO/WO date		14.02.22		PO/WO No.	85542	Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached			
1.	EE 2122-0551	14.2.22	4283-00	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
2.				<input type="checkbox"/> Yes <input type="checkbox"/> No			
3.				<input type="checkbox"/> Yes <input type="checkbox"/> No			
4.				<input type="checkbox"/> Yes <input type="checkbox"/> No			
Amount A – Bills total (Excluding Transport & Hamali Charges):						4283-00	
Proof of delivery by way of: <input checked="" type="checkbox"/> DCs/bill <input type="checkbox"/> Steel report <input type="checkbox"/> RMC pour report <input type="checkbox"/> Solid block report <input type="checkbox"/> Installation report							
MRN nos.:	104139			Proof of delivery matches MRN	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Amount B – Other Credits : Transportation charges						-	
Amount C – Other Debits :						-	
Amount D (D=A+B-C) – Amount to be credited to the supplier:						4283-00	
Amount E – PO / WO value:						4283.40	
Amount F – Difference (A – E):						0.40	
Quantity received as per PO / WO				<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Excess received <input type="checkbox"/> Short received <input type="checkbox"/> Part received			
Close PO / WO				<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No – wait for balance material <input type="checkbox"/> Other			
Payment – due date				04/04/23			
Remarks: find bill & close this Po.							
Approved by	Purchase Officer	Purchase Manager	MD	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 weightment 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

N/M NY.

PO no.: 8SS42	PO date: 14-02-2022	Req. no.: 141194	Advice Scan ID	
Barcoded PO available <input type="checkbox"/> Y/ <input checked="" type="checkbox"/> N	Invoice original available <input type="checkbox"/> Y/ <input checked="" type="checkbox"/> N	Copy available <input checked="" type="checkbox"/> Y/ <input type="checkbox"/> N	POD available <input checked="" type="checkbox"/> Y/ <input type="checkbox"/> N	
Data required from site/engineers:				
MRN nos. related to PO	Inward NO:- 12153 MRN NO:- 104139			
<input type="checkbox"/> Part material received.	<input checked="" type="checkbox"/> Full material received.	<input type="checkbox"/> Material not received.		
<input type="checkbox"/> Close PO - Balance material will be re-ordered by new requisition.				
<input type="checkbox"/> Cancel PO. Material not required.		<input type="checkbox"/> Cancel PO. Material will be re-ordered by new requisition		
<input type="checkbox"/> Keep PO open. Material required.		<input type="checkbox"/> 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: ASMA	Sign: [Signature]	Date: 30-03-23		
Data required from accounts:				
<input checked="" type="checkbox"/>	Checked with E&D for receipt of bills.			
<input checked="" type="checkbox"/> Bills not received against this PO.	<input type="checkbox"/> Part bill received against this PO.	<input type="checkbox"/> All bills received against this PO.		
<input type="checkbox"/> 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:	Sign:	Date:		
Notes: 1. POs/WOs issued for turnkey works - may have been processed by E&D. Check before filling the above.				
Prepared by: S. S. S. S.	Sign: S. S. S. S.	Date: 30-03-2023		
Remarks by Ravi + details of bills to be approved:				
Sl. No.	Bill no.	Bill date	Bill amount	MRN no.
1.	EE 2122-0551	14.02.22	4283-10	104139
2.				
3.				
Remarks: Need MD's Approval for enclosed certified True copy.				
Prepared by: Ravi	Sign: [Signature]	Date: 31.03.23		
Advice by MD - action to be taken.				
<input checked="" type="checkbox"/>	Get certified bill from supplier (not original).		<input type="checkbox"/> Prepare bill in SSLLP for material supplied.	
<input checked="" type="checkbox"/>	Thereafter, prepare advice for credit to supplier and send to Soham for processing.			
<input checked="" type="checkbox"/>	Close PO	<input type="checkbox"/>	Keep PO open. Material awaited	
<input type="checkbox"/>	Accounts to be reconciled with supplier. Get supplier's ledger.			
Remarks:				
Approved by: Soham	Sign:	Date: [Stamp]		

APPROVED BY
- 1 APR 2023
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

From Company : Mehta & Modi Realty Kowkur LLP 5-4-187/3&4, II nd floor, MG Road, Soham Mansion, Secunderabad-500003 G S T No. : 36ABLFM7631F1Z3
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Supplier Details			
Elegant Enterprises 5-4-187/7/3, Karbala Maidan, M.G.Road, Secunderbad-500003.	Doc No	85542	141194
GSTIN 36AJBPK0412E1ZY 66385358	Doc Date	14-02-2022	
9985113450/9885073880	Quote No	NIL	
	Quote Date	14-02-2022	
	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 4731 - Electrical - other - Contactor - NA - nos L & T MN X 32 amps 3Pole contactor	1.00	2,130.00	0.00	18.00	2,513.40
2 4730 - Electrical - other - Timer - NA - nos	1.00	1,500.00	0.00	18.00	1,770.00
Total Order Value . . .					4,283.40

Rupees : Four Thousand Two Hundred Eighty Three and Paise Forty Only.

Terms and Conditions :-

Specification /	All items shall be of 'L&T' brand.
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
Delivery Date	Next Day.
Delivery Location	Greenwood Heights Sy no: 196, Kowkur. Phone. 040-66335551
Penalty For Delay	Nil
Transportation	Transport cost shall be borne by us.
Warranty	1 year on all items.
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for ghmc park lights purpose.
Completion Date	Nil
Measurement	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 email

For **Mehta & Modi Realty Kowkur LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Elegant Enterprises**

Name : _____

Name : _____

Date : __/__/__

Contact - -

GSTIN: 36AJBPK0412E1ZY	<input type="checkbox"/> Original for Receipt	<input type="checkbox"/> Duplicate for Supplier / Transporter	<input checked="" type="checkbox"/> Triplicate for Supplier	GST INVOICE CASH CREDIT
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Elegant Enterprises

5-4-187/7/3, Karbala Maidan, M. G. Road, Secunderabad-500003
Phone: 040- 6638-5358, E-mail address: eleganthyd@hotmail.com

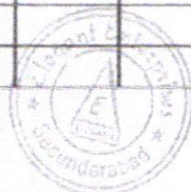
Preventers | Annunciators | Switchgears | Starters | Wires & Cables | Capacitors | Panel & Cable Accessories | Oil Seals
Step Down Transformers | L.E.D Lights | Earthing Equipments | Carbon Brushes | PVC Insulation Tapes | Lugs | Spares

Reverse Charge : Nil	Transportation Mode : Not Applicable
Invoice Number : EE2122-0551	Vehicle/LR Number : Not Applicable
Invoice Date : 22 February 2022	Date of Supply : 22 February 2022
State : Telangana	Place of Supply : Hyderabad
State Code : 36	

Details of Buyer | Billed to:

Name : M/s Mehta & Modi Realty Kowkur LLP	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. : 85542	Date : 14.02.2022
GSTIN : 36ABLFM7631F123	Delivery Location : Greenwood Heights, Sy no: 196, Kowkur	
State : Telangana	Term of Payment : <input type="checkbox"/> Against Delivery <input type="checkbox"/> Against Proforma Invoice	
State Code : 36	<input checked="" type="checkbox"/> Within 30 days from date of Invoice.	

Sl. No.	Description of Goods	HSN/SAC	Quantity	UoM	CGST %	SGST %	IGST %	Rate	Amount
1	GIC FM/QT Time Switch 240V J648B1	91070000	1.00	No's	9.00	9.00	0.00	1500.00	1500.00
2	L & T 32Amps 3Pole Contactor MNX-32	85369090	1.00	No's	9.00	9.00	0.00	2130.00	2130.00
P.O. Received on 19.02.2022									



Total Invoice Amount in Words:

Rupees: Four Thousand Two Hundred Eighty Three Only.

Total Amount Before Tax:	3,630.00
Add : CGST	326.70
Add : SGST	326.70
Add : IGST	0.00
R/o + Transportation	-0.40
Total Amount	Rs. 4,283.00

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 or exchanged
2. Interest at 24% P. A. will be charged after 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. RAJHO

Eway Bill No. Not Applicable Dated: Not Applicable

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

