

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 10.04.23		Prepared by: V. RAVI		Serial no. 16372	
Supplier name: Elogar Enterprises				HO inward no.	
Firm/Company: MRMLP		Project: G.M.R		HO received date	
PO/WO date: 30.09.22		PO/WO No. 92484		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	EE 2223 - 0261	30.09.22	6856.00	☒ Yes ☐ No
2.			/	☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A - Bills total (Excluding Transport & Hamali Charges):			6856.00
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report			
MRN nos.: 112375	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:			6856.00
Amount E - PO / WO value:			7079.29
Amount F - Difference (A - E):			223.00
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		11/4/23	
Remarks: final bill & close this PO (Nett Ret difference)			

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:					
Date		10.04.23			
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.: 92484	PO date: 30/09/22	Req. no.: 193921	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 112375				
☐ 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: Total material delivered. close this PO.				
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: [Signature]	Date: 07.04.23		
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:				
Prepared by: Rajyalakshmi		Sign: [Signature]	Date: 04-04-2023	
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.	EE 2223-0261	30.09.22	6856-00	112375
2.				
3.				
Remarks: Need MD's approval for enclosed invoice.				
Prepared by: Ravi		Sign: [Signature]	Date: 07/04/23	
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:	Date:	

APPROVED BY
08 APR 2023
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

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17-11-2022 11:58:10 AM



92484

16.09.22 3:27:07

From Company : **Modi Reality Mallapur LLP**
5-4-187/3&3, II nd floor, Soham Mansion, MG Road, Secunderabad.
G S T No. : 36AAEFM1459R1ZP

Supplier Details

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

GSTIN 36AJBPK0412E1ZY

66385358

9985113450/9885073880

Doc No	92484	193921
Doc Date	30-09-2022	
Quote No	NIL	
Quote Date	26-09-2022	
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 4697 - Electrical - wires - Copper wire - NA - mtrs 2 core 1.5 Sq.mm copper flexible cable	180.00	33.33	0.00	18.00	7,079.29
Total Order Value . . .					7,079.29

Rupees : Seven Thousand Seventy Nine and Paise Twenty Nine Only.

Terms and Conditions :-**Specification /** As per details given in the quotation.**Payment Terms** After Delivery & Production of bill**Tax** Inclusive of all taxes**Delivery Date** Next Working Day.

Delivery Location Gulmohar Residency
Survey No 19, Mallapur, Hyderabad. NExt to NFC Railway Over Bridge
Phone. Contact: Security _____, 8309938133

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 5HP Connection for pump at GMR 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 email

D - 261 - 2019
I - 9511 - 2019

For **Modi Reality Mallapur LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Elegant Enterprises**

Name : _____

Name : _____

Date : __/__/__

[illegible]

