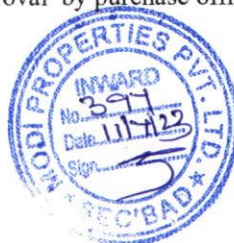


PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		11.04.23		Prepared by	V. RAVI	Serial no.	16374
Supplier name		Elegant Enterprises		HO inward no.			
Firm/Company		MRMLP		Project	G.M.R	HO received date	
PO/WO date		30.09.22		PO/WO No.	92480	Scan ID.	
Sl no.	Bill no.		Bill date		Bill amount		Original attached
1.	EE 2223 - 0257		30.09.23		390.00		☒ Yes ☐ No
2.							☐ Yes ☐ No
3.							☐ Yes ☐ No
4.							☐ Yes ☐ No
Amount A – Bills total (Excluding Transport & Hamali Charges):						390.00	
Proof of delivery by way of: ☒ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report							
MRN nos.:	112363			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:						390.00	
Amount E – PO / WO value:						387.92	
Amount F – Difference (A – E):						0.03	
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			12/04/23.				
Remarks: <i>Find bill & close this P.O.</i>							
Approved by	Purchase Officer	Purchase Manager	M D		Accountant	Accounts Manager	
Name:		V. RAVI					
Sign:		<i>[Signature]</i>					
Date		11.04.23					
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.



MEMO

[illegible]

Form for closure of purchase order

PO no.: 92480	PO date: 30/09/22	Req. no.: 143918	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	112363			
☐ 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: Basaveeshwari	Sign:	Date: 20/03/23		
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:				
Prepared by: Rajyalakshmi	Sign:	Date: 20/03/23		
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.	EE 2223 - 0257	30.9.23	390-0	112363
2.				
3.				
Remarks: Need MD's Approval by ended 5.11				
Prepared by: Ravi	Sign:	Date: 02/04/23		
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:		



Purchase Order

Page(s) 1 Of 1

17-11-2022 12:06:35 PM

Origin

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



92480

16.09.22 3:27:07

Supplier Details			
Elegant Enterprises 5-4-187/7/3, Karbala Maidan, M.G.Road, Secunderbad-500003. GSTIN 36AJBPK0412E1ZY 66385358 9985113450/9885073880	Doc No	92480	193918
	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 496000 - ELEC-Electrical - PVC-Surface Box--Anchor - 4Module - Nos	6.00	55.08	0.00	18.00	389.97
Total Order Value . . .					389.97
Rupees : Three Hundred Eighty Nine and Paise Ninty Seven Only.					

Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Next 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
Advance Paid	nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications.Above order for 5hp pumps connection to panel purpose.
Completion Date	NA
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 - 257 - 30/9
I - 9503 - 30/9

For **Modi Reality Mallapur LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Elegant Enterprises**

Name : _____

Name : _____

Date : __/__/__

