PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	25/4/23	Prepared by	V. RAVI	Serial no.	16399
Supplier name	Elegant Enterprises.			HO inward no.	
Firm/Company	MPPL	Project	MPL	HO received date	
PO/WO date	15/3/23	PO/WO No.	97832.	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	EE 2223 - 0440	16/3/23	2272-00	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	2272-00
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.:	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:	2272-00
Amount E – PO / WO value:	2271-50
Amount F – Difference (A – E):	0.50
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	26/4/23
Remarks:	final bill & close the PO.

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:		[signature]			
Date		25/4/23			
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. 1063
Date 25/4/23
Sign. [signature]

Form for closure of purchase order

PO no.:	97832	PO date:	15/03/23	Req. no.:	19816 5	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	Inward No: 18 dtd 08/4/23.	
□ 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:		
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: SUNEEL	Sign: for	Date: 21/04/23.

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.				
4.				

Remarks by Accountants:		
Prepared by: Sangeetha	Sign:	Date: 21/4/23
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 - 0440	16/03/23	2272-00	
2.				
3.				

Remarks: Need MD's approval for enclosed invoice.		
Prepared by: Ravi	Sign:	Date: 21/4/23.

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
25 APR 2023
SOHAM MODI
MANAGING DIRECTOR

APPROVED BY
2023
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

 21-04-2023 15:28:20 Original / Office Copy / Purchase Div.Copy

From Company : **Modi Properties Pvt.Ltd.**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36AABCM4761E1ZM

Supplier Details			
Elegant Enterprises 5-4-187/7/3,Karbala Maidan, M.G.Road, Secunderbad-500003.	**Doc No**	97832	198165
	Doc Date	15-03-2023	
	Quote No	Nil	
GSTIN 36AJBPK0412E1ZY	**Quote Date**	02-02-2023	
66385358 9985113450/9885073880	**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	284400 - ELEC-Electrical - Wall mounted Fan-- - NA - Nos	1.00	1,925.00	0.00	18.00	2,271.50
					Total Order Value . . .	**2,271.50**

Rupees : Two Thousand Two Hundred Seventy One and Paise Fifty Only.

Terms and Conditions :-

Specification /	All item shall be of 'Crompton'brand,
Payment Terms	After Delivery & Production of bill.
Tax	All taxes included in above price.
Delivery Date	Next day.
Delivery Location	Head Office 5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003 Phone. 040-66335551
Penality For Delay	Nil
Transportation	Transport cost shall be borne by us.
Warranty	2 years comprehensive warranty.
Advance Paid	Nil
Other Terms	We reserve the right items not confirming to qlty & specs. Above order for 3rd floor lobby area purpose at HO.
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.

For ***Modi Properties Pvt.Ltd.***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Elegant Enterprises***

Name : ______________________ Name : ______________________ Date : __/__/____

Bill not received.

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 : EE2223-0440	Vehicle/LR Number : Not Applicable
Invoice Date : 16 March 2023	Date of Supply : 16 March 2023
State : Telangana — State Code : 36	Place of Supply : Hyderabad

Details of Buyer I Billed to:

Name : M/s Modi Properties Private Limited	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. : 97832 — Date : 15.03.2023
	Delivery Location : Site: Head Office {Same as Billing Address}
GSTIN : 36AABCM4761E1ZM	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
1	Crompton 400mm Wall Mounting Fan Model High Flo Wave Plus-KD White	84145150	1.00	No(s)	9.00	9.00	0.00	1925.00	1925.00
*****	*In case of any complaint please call on toll free number 1800-419-0505 or email at consumer.support@crompton.co.in*								

INWARD
Inward No: 18 Dt: 8/4/23
MRN No: Dt:
Received By: Jayaprasanth Sign:
MODI PROPERTIES

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

Elegant Enterprises Secunderabad

Total Amount Before Tax:	1,925.00
Add : C G S T :	173.25
Add : S G S T :	173.25
Add : I G S T :	0.00
R/o + Transportation :	0.50
Total Amount :	Rs. 2,272.00

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. Darshan {Electrician}
Eway Bill No. Not Applicable Dated: Not Applicable

Purchase Order Received On: 16.03.2023
Purchase Order Received By: Whatsapp by Vanjakshi
Date of Delivery: 16.03.2023
Vehicle No.: Not Applicable {Delivery by Hand}
Vehicle Type : Not Applicable

SUMMIT SALES LLP
IN WARD
No: 107578
Date: 28/3/23
Sign: