PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	28/4/23	Prepared by	V. RAVI	Serial no.	17382
Supplier name	MK Enterprises			HO inward no.	
Firm/Company	Cressentia	Project	GV one.	HO received date	
PO/WO date	29/11/22	PO/WO No.	94503	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	280	22/12/22	2183-00	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	2183-00
Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	115434	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:	2183-00
Amount E – PO / WO value:	2183-00
Amount F – Difference (A – E):	NIL
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	
Remarks:	final bill & close this P.O

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:		[signature]			
Date		28/4/23			
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. * SEC'BAD *
INWARD
No. 1207
Date 28/4/23
Sign.

Form for closure of purchase order

PO no.: 94503	PO date: 29-11-22	Req. no. 119565	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		
□ 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 DC/proof of delivery – PO. 3. Provide copies of invoices if available. 4. This entire set to be scanned and sent to Ravi.		
Prepared by: TANVAN	Sign:	Date: 21/4/23.

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: Bill not received		
Prepared by: Rufned Komal	Sign:	Date: 27.04.2023
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.	280	22/12/22	2183-00	115434
2.				
3.				

Remarks: Need MD's Approval for enclosed invoice.		
Prepared by: Ravi	Sign:	Date: 28/4/23

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
29 APR 2023
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

 12-12-2022 12:28:07 Original / Office Copy / Purchase Div Copy

rom 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			
A.A.B. Engineering,	Doc No	94503	195105
D.No.6-7-69, R.P. Road, Bansilalpet, Near Bible House, Secunderabad - 500 003.	Doc Date	29-11-2022	
	Quote No	nil	
GSTIN 36CMRPS1089L1Z4 040-27547970	Quote Date	23-11-2022	
040-27538805 9959777886/9959997132	SupplyType	Supply	

Kind Attn : Mr. Mastan/Mr. Ali

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	135200 - EQPT-Equipment - Test Apparatus-Slump Cone- - - - Nos	1.00	1,850.00	0.00	18.00	2,183.00
				Total Order Value . . .		**2,183.00**

Rupees : Two Thousand One Hundred Eighty Three Only.

Terms and Conditions :-

Specification / Brand	All items shall be of ___ brand/company
Payment Terms	100% as advance
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.
Penality For Delay	Nil
Transportation Cost	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	2,183/-by RTGS/NEFT
Other Terms	We reserve the right to reject items not conformig quality and specifications.Above order for site use 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 invoices must be sent to HO office or purchase site office. Proof of delivery/DC can be sent by email.'

For **Crescentia Labs Pvt Ltd**
Authorised Signatory

Accepted the above Terms And Conditions
For **A.A.B. Engineering**

TAX INVOICE

M.K ENTERPRISES 12-1-371/3 , NEAR OVER BIRDGE , LALAPET, SECUNDERABAD -17, Cell No: 9959777886 Gstn: 36DCYPS9902L1ZF State: Telangana	Invoice no: **280** Delivery: Turkapally	Date: **22-12-2022** Vehicle no:
Buyer: CRESCENTIA LABS PVT LTD, Plot No.15-B, MN Park Phase, Turkapally Village, Shameerpet Mandal, Medchal, Malkajigiri (D) GST NO: 36AADCB2608M1ZO.	Mobile no: Terms of delivery: Immediate	

HSN CODE	%	S.NO	EQUIPMENTS	QTY	EACH	TOTAL
9024	18	1	Slump Cone	01	1850	1850
			SGST 9%			166.5
			CGST 9%			166.5
			Total amount			**2183**

IN WORDS:

TERMS AND CONDITIONS

1. GST Extra 18%
2. 100% advance Payments with purchase order
3. for secunderabad Showroom Rates.
4. Warranty: one year
5. Transportation charges extra

BANK DETAILS:
Enterprises
442558924
IFSC code SBIN0002788
Bank:SBI

FROM: MK ENTERPRISES
PROPRIETOR

INWARD
Inward No: 1289 Dt: 24/12/22
MRN No: 115434 Dt: 26-12-22
Received By: Ashok Sign:
CRESCENTIA LABS PVT LTD

<u>TAX INVOICE</u>

M.K ENTERPRISES 12-1-371/3 , NEAR OVER BIRDGE , LALAPET, SECUNDERABAD -17, Cell No: 9959777886 Gstn: 36DCYPS9902L1ZF State: Telangana	Invoice no: **280**	Date: **22-12-2022**
	Delivery: Turkapally	Vehicle no:
Buyer: CRESCENTIA LABS PVT LTD, Plot No.15-B. MN Park Phase, Turkapally Village, Shameerpet Mandal, Medchal, Malkajigiri (D) GST NO: 36AADCB2608M1Z0.	Mobile no:	
	Terms of delivery: Immediate	

HSN CODE	**%**	**S.NO**	**EQUIPMENTS**	**QTY**	**EACH**	**TOTAL**
9024	18	1	Slump Cone	01	1850	1850
			SGST 9%			166.5
			CGST 9%			166.5
			Total amount			**2183**

IN WORDS:

TERMS AND CONDITIONS

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2. 100% advance Payments with purchase order
3. for secunderabad Showroom Rates.
4. Warranty: one year
5. Transportation charges extra

BANK DETAILS:
Mkenterprises
...442558924
IFSC code:SBIN0002788
Bank:SBI

Received By
S.K. RAJU
6281929265

FROM: MK ENTERPRISES
PROPRIETOR

MK ENTERPRISES Lalapet, SECUNDERABAD

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 108092
Date: 12/4
Sign:

INWARD	
Inward No: 1289	Dt: 24/12/22
MRN No: 115434	Dt: 26-12-22
Received By: Ashok	Sign:
CRESCENTIA LABS PVT LTD	

TAX INVOICE

.K ENTERPRISES 2-1-371/3, NEAR OVER BIRDGE, LALAPET, ECUNDERABAD -17, ell No: 9959777886 istn: 36DCYPS9902L1ZF State: Telangana	Invoice no: 280 | Date: 22-12-2022 Delivery: Turkapally | Vehicle no:
Buyer: CRESCENTIA LABS PVT LTD, Plot No.15-B. MN Park Phase, Turkapally Village, Shameerpet Mandal, Medchal, Malkajigiri (D) GST NO: 36AADCB2608M1ZO.	Mobile no: Terms of delivery: Immediate

HSN CODE	%	S.NO	EQUIPMENTS	QTY	EACH	TOTAL
9024	18	1	Slump Cone	01	1850	1850
			SGST 9%			166.5
			CGST 9%			166.5
			Total amount			**2183**

IN WORDS:

TERMS AND CONDITIONS

1. GST Extra 18%
2. 100% advance Payments with purchase order
3. for secunderabad Showroom Rates.
4. Warranty: one year
5. Transportation charges extra

BANK DETAILS:
Mkenterprises
..442558924
IFSC code:SBIN0002788
Bank:SBI

Received By
S.K. RAJU
6281929265

FROM: MK ENTERPRISES
PROPRIETOR

MK ENTERPRISES SECUNDERABAD

INWARD
Inward No: 1289 Dt: 24/12/22
MRN No: 115434 Dt: 26-12-22
Received By: Ashok
Sign:
CRESCENTIA LABS PVT LTD

Purchase Order

 29-11-2022 17:35:10

94503
29.11.22 5:41:42

From Company : **Crescentia Labs Pvt Ltd**
Plot No.15-B, MN Park Phase-I, Sy No.230 to 243, Turkapally Villag
Malkajigiri (D).
G S T No. : 36AADCB2608M1ZO

Supplier Details			
A.A.B. Engineering, D.No.6-7-69, R.P. Road, Bansilalpet, Near Bible House, Secunderabad - 500 003.	**Doc No**	94503	195105
	Doc Date	29-11-2022	
	Quote No	nil	
GSTIN 36CMRPS1089L1Z4 040-27547970	**Quote Date**	23-11-2022	
040-27538805 9959777886/9959997132	**SupplyType**	Supply	

Kind Attn : Mr. Mastan/Mr. Ali

Purchase Order for the Supply of following Items.

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					Total Order Value . . .	**2,183.00**

Rupees : Two Thousand One Hundred Eighty Three Only.

B. 280 26/12
I 1289 24/12

Terms and Conditions :-

Specification /	All items shall be of ___ brand/company
Payment Terms	100% as advance
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. .
Penality For Delay	Nil
Transportation	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	2,183/-by RTGS/NEFT
Other Terms	We resreve the right to reject items not conformig quality and specifications.Above order for site use 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 invoices must be sent to HO office or purchase site office. Proof of delivery/DC can be sent by email.'

For *Crescentia Labs Pvt Ltd*

Authorised Signatory

Name : 01/12/22

Accepted the above Terms And Conditions

For ***A.A.B. Engineering.***

Name : ____________

Date : __/__/__

Requisition Form						
Company Name:	Crescentia Labs Pvt Ltd	Date:	23.11.22			
Site & Phase :	GV ONE	Time:	16:00			
Unit No./Block No.						
Supplier:		Req. No.	195105			
Material required before date:		ID No.	81830			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	COMP1120-Peripherals-Laptop bag----Nos	2				
2	CONS5716-Consumables-Torch Light Big----Nos	2				
3	GENE7860-General Items-Blue Sheet---7200Wx5400Lmm-Sqm PO:- 94329	194.4				
4	CONS9459-Consumables-Coconut Brooms----Nos	50				
5	GENE1417-General Items-Sponges---12pack-Nos	5				
6	TOOL1013-Tools-Cube testing moulds---150X150X150mm-Nos PO 94503	10				
7	EQPT3885-Equipment-Test Apparatus-Slump Cone---Nos 1850 + 18%	1				
8						
9						
10						
Remarks:	Site use purpose					
			APPROVED			
	Engineer	Project Manager		Purchase		MD
Prepared By:	Md Mursalim Ansari		01 DEC 2022			
Approved By:						
Sign & Date:	23/11/2022		MINISH PARIKH MANAGER PROCUREMENT			