

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		14/10/2020		Prepared by:		C. Neha	
PO/WO no.		70770		PO / WO Date.		26/09/2020	
Supplier Name		Elegant Enterprises		PO/WO amount		3,959/-	
Firm/Company		Medi Properties Pvt Ltd		Project		Sapphire	
Sl. No.	Bill No.	Bill Date	Bill amount				
1	EE2021-0192	26/09/2020	3,959/-				
2							
3							
4							
Amount A – Bills total(Excluding Transport & Hamali Charges):						3,959/-	
Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN			
1.			84010	<input 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			
Amount B –Other Credits : Transportation charges						-	
Amount C –Other Debits :						-	
Amount D (D=A+B-C) – Amount to be credited to the supplier:						3,959/-	
Amount E – PO / WO value:						3,959/-	
Amount F – Difference (A – E): GST-18%						-	
Quantity received as per PO /WO			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Excess received <input type="checkbox"/> Short received <input type="checkbox"/> Other (explained below)				
Is difference between PO / Bill acceptable?			<input type="checkbox"/> Yes <input type="checkbox"/> No (explained below)				
Excess / short material received			<input checked="" type="checkbox"/> Approved – within acceptable limits <input type="checkbox"/> No (explained below)				
Close PO / W?O			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No – wait for balance material <input type="checkbox"/> No (explained below)				
Advance paid / PDC given (deduct when paying)			<input type="checkbox"/> Yes – Rs. _____ <input checked="" type="checkbox"/> No				
Payment – due date			16/10/2020				
Remarks:							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Neha						
Date	14/10/2020	19/10					

Notes: 1. In case amount to be credited to supplier and the bills total does not match prepare JV for debit or credit. 2. Attach additional sheets if quantity of bills or DCs is more than the space provided. Clearly mark the space provided with 'see attachment'. 3. Purchase Officer can approve Pos/Wos upto Rs. 10,000/-, Purchase Manager or Procurement Manager to approve all bills from 10,000/- to 1,00,000/-. 4. Attach JV, Office copy of PO/WO, DCs and bills to this advice. 5. In Amount A, exclude transport, Hamali charges, etc and instead include in Amount B. 6. To be approved by accounts manager if bill value exceeds Rs. 10,000/- 7. MD to approve all bills above 1,00,000/-

Purchase Order

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From Company : **Modi Properties Pvt.Ltd.**
5-4-187/3 & 4, IIInd 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.

GSTIN 36AJBPK0412E1ZY
66385358

9985113450/9885073880

Doc No	70770	16521
Doc Date	26-09-2020	
Quote No	Nil	
Quote Date	26-09-2020	
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 4632 - Electrical - other - Modular Plate - 8way - nos	3.00	119.00	0.00	18.00	421.26	
2 4629 - Electrical - other - Modular Plate - 3 way - nos	8.00	57.85	0.00	18.00	546.10	
3 4791 - Electrical - other - Modular socket - 6 A - nos 3 pin	6.00	127.00	0.00	18.00	899.16	
4 4790 - Electrical - other - Modular socket - 15 A - nos	3.00	128.00	0.00	18.00	453.12	
5 4793 - Electrical - other - Modular Switch - 6 A - nos	15.00	32.60	0.00	18.00	577.02	
6 4794 - Electrical - other - Modular switch - 16 A - nos	3.00	72.65	0.00	18.00	257.18	
7 4792 - Electrical - other - Modular Step Dimmer - NA - Nos	3.00	222.10	0.00	18.00	786.23	
8 4585 - Electrical - other - Insulation tape - NA - nos	2.00	8.00	0.00	18.00	18.88	
Rupees : Three Thousand Nine Hundred Fifty Eight and Paise Ninty Six Only.					Total Order Value . . .	3,958.96

Terms and Conditions :-

- Specification / Brand** All items shall be of "Anchor" brand, Roma series Except Sl. no.8
- Payment Terms** After delivery of all materials & production of bill.
- Tax** Inclusive of all taxes
- Delivery Date** Next Day.
- Delivery Location** Sapphire Apartments
Flat No. 105, Chikoti Gardens, Begumpet, Hyderabad. Road next to Nalli Silks
Phone. Contact Security -2776-0476
- Penalty For Delay** Nil
- Transportation Cost** Transport cost shall be borne by us
- Warranty** 10 yrs on all Anchor brand.
- Advance Paid** Nil
- Other Terms** We reserve the right to reject items not confirming to quality and specifications. Pymnt as actual receipt of material. Above order for plot.no.205

For **Modi Properties Pvt.Ltd.**

Authorised Signatory

Name :

Name :

Accepted the above Terms And Conditions

For **Elegant Enterprises**

Date : / /

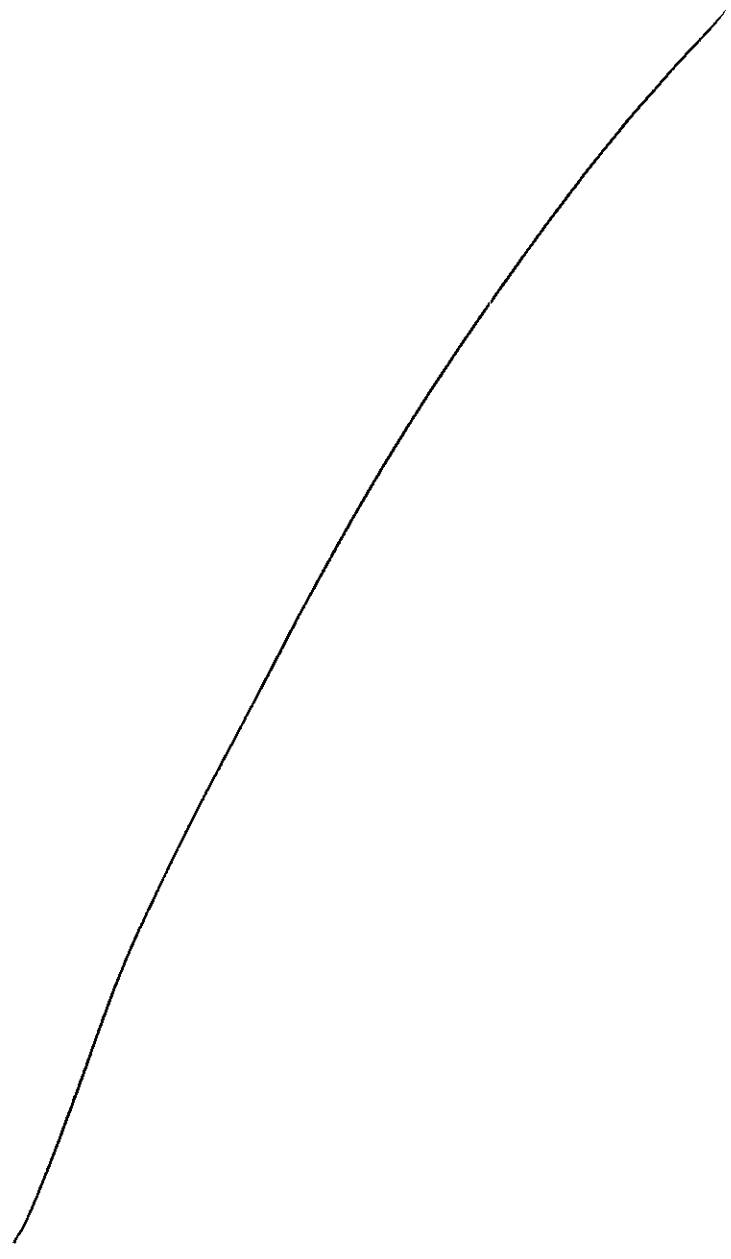
Purchase Order

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Completion Date Nil
Measurement Nil
Security Nil
Remarks



For **Modi Properties Pvt.Ltd.**

Authorised Signatory

Name : 

Accepted the above Terms And Conditions

For **Elegant Enterprises**

Name : _____

Date : / /

REQUISITION FORM (Note : WRITE IN CAPITAL LETTERS)

Company Name : MPPL
Site & Phase : Safari 205 Sapphire Apartments
Date : 25/09/20
Suppliers : _____ **Time :** _____ **Requisition No.:** 16521
Material required before _____ **Date :** 60230

No.	Description	Size	Quantity	Units
1.	8 model Rama plates	—	2	nos
2.	Rama switches	—	15	nos
3.	3-pin socket	6 Amp	6	nos
4.	15-amp socket	6 Amp	3	nos
5.	15 amp switches	—	3	nos
6.	3-model plates	—	3	nos
7.	step dimmer	—	8	nos
Remarks : Pvc Tape		—	3	nos.
			2	nos.

The above material is for Sapphire apartments 205

Prepared By : Meenakshi N
Sign. & Date : *[Signature]* 25/09

Approved By : _____
Sign. & Date : _____

