PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	05/11/20	Prepared by:	Keerthi
PO/WO no.	70718	PO / WO Date.	25/09/20
Supplier Name	Elite Enterprises	PO/WO amount	58,500/-
Firm/Company	Modi properties Pvt. Ltd	Project	May flower Platinum
Sl. No.	Bill No.	Bill Date	Bill amount
1	79	01/10/20	13,652/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			13,652/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			83585	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ 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:	13,652
Amount E – PO / WO value:	58,500/-
Amount F – Difference (A – E): GST-18%	—
Quantity received as per PO /WO	☑ Yes ☐ Excess received ☐ Short received ☐ Other (explained below)
Is difference between PO / Bill acceptable?	~~☐ Yes ☐ No (explained below)~~
Excess / short material received	☐ ~~Approved – within acceptable limits ☐ No (explained below)~~
Close PO / W?O	☑ Yes ☐ No – wait for balance material ☐ No (explained below)
Advance paid / PDC given (deduct when paying)	☐ Yes – Rs. /- ☑ No
Payment – due date	16/11/20
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Keerthi	[signature]					
Date	05/11	5/11					

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

 05-11-2020 15:00:52 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			
Elite Enterprises Servey no. 448, DPS School road, Bowrampet - 500 043.	**Doc No**	70718	11969
	Doc Date	25-09-2020	
	Quote No	Nil	
GSTIN 36GEEPK9675F1ZZ	**Quote Date**	26-08-2020	
9398936022/9052222266	**SupplyType**	Supply	

Kind Attn : Mr. Dikshit Reddy

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	1054 - Building material - CLC Block - 4in X 8 in X 24 in - Nos	1,500.00	39.00	0.00	0.00	58,500.00
					Total Order Value . . .	**58,500.00**

Rupees : Fifty Eight Thousand Five Hundred Only.

Terms and Conditions :-

Specification / Brand	Items shall be of 2.5 - 3.0N/M3 approx.Strength minimum QC report a must!
Payment Terms	100% as advance at the time of delivery of all materials.
Tax	All taxes included in above price.
Delivery Date	Next day.
Delivery Location	May Flower Platinum Sy 82/1, Mallapur, Nacharam. Phone. 7680971999
Penality For Delay	Bills must be submitted to H.O. within 30days of supply of material. 10% plty on value of order will be deducted for delay in submission of bills.
Transportation Cost	Included in the above price.
Warranty	Nil
Advance Paid	Rs. 58,500/- advance to be pay vide cheque no. , dtd.
Other Terms	We reserve the right items not confirming to qlty & specs. Breakage in your account. Above order for A block elevation purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***Modi Properties Pvt.Ltd.***
Authorised Signatory

Accepted the above Terms And Conditions
For ***Elite Enterprises***

Name : ____________ Name : ____________ Date : __/__/____

Contact

Cement Blocks – Weekly Delivery Report

Company/ firm:	Modi properties privet limited	Requisition nos.:	11969	Total PO quantity:	1500
Project:	May flower platinum	PO No(s).	70718	Quantity delivered in earlier period:	350
Block /Flat / Villa no.:	For towards A block elevation use purpose	Total material delivered	Yes	Quantity delivered during week:	
Supplier:	Elite Enterprises	Close PO:	Yes	Balance quantity to be delivered:	350
Sign of security	Nizam	Sign of Admin	Sravani	Sign of Project manager	
Date	03/10/2020	Date	03/10/20	Date	03/10/2020

Details of solid blocks – delivered in earlier period.

S No	Date	Time	Block Size & type	Quantity delivered	DC No.	Inward no.	MRN No.
1.							
1.							
2.							
3.							
	Total						

Details of solid blocks – delivered during the week.

S No	Date	Time	Block Size & type	Quantity delivered	DC No.	Inward no.	MRN No.
1	01-10-2020	17;02	24''x8''x4''	350	79	14213	83585
	Total			**350**			

Note: 1. Report to be sent to HO every Saturday with delivery challans of this week with photos. 2. Report must have totals calculated. 3. Specify block size and block type (solid / hollow). 4. Total quantity and delivered quantity includes all types of blocks.

GSTIN : 36GEEPK9675P1Z2 TAX INVOICE

Cell : 9398936022
9052222266

ELITE ENTERPRISES

Flyash Light Weight Bricks

17.27

Sy. No. 448, Bowrampet, Quthbullapur, Medchal - 500 055
E-mail : elitelightweightbricks@gmail.com

No. 79 ~~7-0718~~

Date: 01/10/2020

M/s : MODI PROPERTIES PVT. LTD

Address : MAYFLOWER PLATINUM, Mallapur.

Party GST No.

Contact No. 768097199

D.C. No. :

Date :

Order No. : 03

Vehicle No. : TS15UA6761

Date :

S. No.	Description of Goods	HSN / SAC	Qty.	Rate	Amount Rs.	Ps
1.	24x8x4		350pcs	37.15	13002.	

MODI PROPERTIES PVT. LTD * SEC'BAD * INWARD No. 6991 Date 1/10

INWARD
Inward No. 4213 Dt. 01/10/20
MRN No: Dt.
Received By Sign Nizam
Modi Properties Pvt. Ltd
Sy.No.82/

83585

Amount in words : Thirteen thousand Six fifty two Rupees only.

TOTAL	13,002	00
CGST @ %	325	00
SGST @ %	325	00
IGST @ %		
Grand Total	13,652	00

Bank Name : Syndicate Bank
Branch : Pragathi Nagar
Account Number : 33181010000771
IFSC : SYNB0003318

Note :

1. Goods once sold will not be taken back.
2. We are not responsible for breakage or shortage on transit.
3. Credit purchases are not accepted.
4. Rs. 500/- will be charged in case of cheque bounce.
5. All disputes are subject to Hyderabad Jurisdiction.

For **ELITE ENTERPRISES**

Authorised Signatory

Requisition Form

Company Name:	Modi Properties Pvt Ltd	Date:	24-09-2020
Site & Phase :	May Flower Platinum	Time:	14:08
Supplier		Req.No.	11969
Material required before date:	27-09-2020	ID No.	

No	Description	Size	Quantity	Units	Inward No	Date
1	CLC Blocks	24''x8''x4''	1500	Nos		
2						
3						
4						
5						
6						
7						
8						
9						
10						

Remarks : For A Block elevation use purpose

Prepared By	K.sravani	Approved by	SV.subbareddy
Sign.& Date	24-09-2020	Sign. & Date	