PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	16/11/2020	Prepared by:	MINISH.
PO/WO no.	71915	PO / WO Date.	06/11/2020
Supplier Name	Elite Enterprises.	PO/WO amount	97,500/-
Firm/Company	MPL.	Project	MFP.
Sl. No.	Bill No.	Bill Date	Bill amount
1.	055	11/11/2020	44,000/-
2.			
3.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			44,000/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			85184.	☐ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount B –Other Credits :	—
Amount C –Other Debits :	—
Amount D (D=A+B-C) – Amount to be credited to the supplier:	44,000/-
Amount E – PO / WO value:	97,500/-
Amount F – Difference (A – E):	53,500/-

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	

Remarks: Balance Material to recieve.

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:		[signature]	APPROVED 16 NOV 2020 MINISH PARIKH MANAGER PROCUREMENT				
Date		16/11/20					

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. 5,000/-, Purchase Manager and Procurement Manager to approve all bills from 5,000/- 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/-

ELITE ENTERPRISES

DPS ROAD, BOWRAMPET, 500043,.
Phone no.: 9398936022
GSTIN: 36GEEPK9675F1ZZ
State: 36-Telangana

PO -- 41915

Tax Invoice

Bill To:

M/s. MODI PROPERTIES PVT. LTD.

Invoice No.: 055
Date: 11-11-2020

#	Item name	HSN/ SAC	Quantity	Price/ Unit	GST	Amount
1	4"X8"X24" SIZE CLC LIGHT WEIGHT BRICKS		1200	₹ 35.24	₹ 2,114.29 (5%)	₹ 44,400.00
	Total		**1200**		**₹ 2,114.29**	**₹ 44,400.00**

INVOICE AMOUNT IN WORDS

Forty Four Thousand Four Hundred Rupees only

TERMS AND CONDITIONS

Thanks for doing business with us!

Sub Total	₹ 42,285.71
SGST@2.5%	₹ 1,057.14
CGST@2.5%	₹ 1,057.14
Total	**₹ 44,400.00**
Received	₹ 0.00
Balance	₹ 44,400.00

UPI PAY NOW

For, ELITE ENTERPRISES

MODI PROPERTIES PVT. LTD. * SEC'BAD *
INWARD
No. 41209
Date 13/11
Sign

Authorized Signatory

INWARD	
Inward No 4599	Dt 11/11/20
MRN No: 85184	Dt.
Received By	Sign 11/12

Modi Properties Pvt. Ltd
Sy.No.82/:

Cement Blocks – Weekly Delivery Report

Company/ firm:	Modi properties privet limited	Requisition nos.:	177081	Total PO quantity:	2500
Project:	May flower platinum	PO No(s).	71915	Quantity delivered in earlier period:	1200
Block /Flat / Villa no.:	For towards A block elevation use purpose	Total material delivered	No	Quantity delivered during week:	
Supplier:	Elite Enterprises	Close PO:	No	Balance quantity to be delivered:	1300
Sign of security	Nizam	Sign of Admin	Sravani	Sign of Project manager	
Date	12/11/20	Date	12/11/20	Date	12/11/2020

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	11-11-2020	17;20	4''x8''x24''	1200	055	14599	85184
	Total			1200			

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.

 06-11-2020 15:23:35

Purchase Order

71915
30.10.20 4:46:11

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.

GSTIN 36GEEPK9675F1ZZ

9398936022/9052222266

Doc No	71915	177081
Doc Date	06-11-2020	
Quote No	Nil	
Quote Date	26-08-2020	
Supply Type	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	2,500.00	39.00	0.00	0.00	97,500.00
Rupees : Ninty Seven Thousand Five Hundred Only.					**Total Order Value . . .**	**97,500.00**

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	Within 2days.
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. 97,500/- 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

Name : ______________________

Accepted the above Terms And Conditions
For *Elite Enterprises*

Name : ______________________

Date : / /

Requisition Form

Company Name:	Modi Properties Pvt Ltd	Date:	03-11-2020
Site & Phase :	May Flower Platinum	Time:	10;58
Supplier		Req.No.	177081
Material required before date:	05-11-2020	ID No.	61250

No	Description	Size	Quantity	Units	Inward No	Date
1	CLC Blocks	24"x8"x4"	2500	Nos		
2						
3						
4						
5						
6	7191C					
7						
8						
9						
10						

Remarks : For A Block elevation use purpose

Prepared By	K.sravani	Approved by	SV.subbareddy
Sign.& Date	05-11-2020	Sign. & Date	

APPROVED
06 NOV 2020
P. PRABHAKAR
Sr. MANAGER PURCHASE