

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		3-12-20		Prepared by:		T Bhasker	
PO/WO no.		72248		PO / WO Date.		18/11/20	
Supplier Name		Eleg + Enterp		PO/WO amount		1151	
Firm/Company		MPL		Project		40	
Sl. No.	Bill No.	Bill Date		Bill amount			
1	0287	19/11/20		1151			
2							
3							
4							
Amount A – Bills total(Excluding Transport & Hamali Charges):							
Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN			
1.				☐ 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:							
Amount E – PO / WO value:							
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				11/12/20			
Remarks:							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M.D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
Date	3-12-20						

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. 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

Page(s) 1 Of 1

18-11-2020 3:05:36 PM

Origin:



72248

16.11.20 11:21:50

From Company : **Modi Properties Pvt.Ltd.**
5-4-187/3 & 4, II nd 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	72248	16675
Doc Date	18-11-2020	
Quote No	Nil	
Quote Date	18-11-2020	
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 4525 - Electrical - other - Ceiling fan - other - nos 1200 mm white	9.00	1,050.00	0.00	18.00	11,151.00
Total Order Value . . .					11,151.00

Rupees : Eleven Thousand One Hundred Fifty One Only.

Terms and Conditions :-

Specification / Brand	All items shall be of 'CG' brand, Seawind model
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
Penalty For Delay	Nil
Transportation Cost	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right items not confirming to qty & specs. Above order for NW side work purpose.
Completion Date	Nil
Measurment	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

Company Name:		MPPL		Date:		17-11-2020	
Site & Phase :		Head Office		Time:		16:30PM	
Supplier				Req. No.		16675	
Material required before date:		Urgent		ID No.		61627	
No	Discription	Size	Quantity	Unibts	Inward No	Date	
1	Celing Fans 72248	1200 mm	09	NOS			
2	LED lights = wipro D541565(Day light)	15 watt	1722029	NOS			
3	LED spot light – wipro D320365 (Day light)	3 watt	15	NOS			
4	Blank plate switch dummy	STD	150	NOS			
5	PVC Round sheets	STD	20	NOS			
6	MCB 72247	10 amp	05	NOS			
7	MCB	6 amp	05	NOS			
8	MCB	16 amp	05	NOS			
9							
10							
Remarks :Towards NW side work purpose.							
Prepared By		Meenakshi.N		Approved by			
Date		17-11-2020		Sign. & Date			

Note: On receipt of material at site write inward number and date in last 2 columns.

APPROVED
19 NOV 2020
P. PRABHAKAR
Sr. MANAGER PURCHASE