

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 11/03/2021		Prepared by: MINISH.	
PO/WO no. 75233.		PO / WO Date. 25/02/2021	
Supplier Name: Elegant Enterprises.		PO/WO amount: 6,638/-	
Firm/Company: Mehra & Modi Realty Howker LLP.		Project: GHT.	
Sl. No.	Bill No.	Bill Date	Bill amount
1	0461	04/03/2021	6,638/-
2			
3			
4			
Amount A - Bills total (Excluding Transport & Hamali Charges):			6,638/-
Sl. No.	DC No	DC. Date	MRN No.
1.			89767
2.			
3.			
Amount B - Other Credits : Transportation charges			
Amount C - Other Debits :			
Amount D (D=A+B-C) - Amount to be credited to the supplier:			6,638/-
Amount E - PO / WO value:			6,638/-
Amount F - Difference (A - E): GST-18%			NIL
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 / WO		☒ Yes ☐ No - wait for balance material ☐ No (explained below)	
Advance paid / PDC given (deduct when paying)		☐ Yes - Rs. /- ☒ No	
Payment - due date		19/03/2021	
Remarks:			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
MD	Accounts = receiver of bill	Accountant	Accounts Manager
Sign:			
Date			

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/-

[illegible]

Purchase Order



75233

25.02.21 10:26:00

P (s) 1 Of 1

25-02-2021 4:31:48 PM

From Company : **Mehta & Modi Realty Kowkur LLP**
5-4-187/3&4, II nd floor, MG Road, Soham Mansion, Secunderabad-500003
G S T No. : 36ABLFM7631F1Z3

Supplier Details

Elegant Enterprises
5-4-187/7/3, Karbala Maidan, M.G.Road, Secunderbad-500003.

GSTIN 36AJBPK0412E1ZY

66385358

9985113450/9885073880

Doc No	75233	140465
Doc Date	25-02-2021	
Quote No	Nil	
Quote Date	25-02-2021	
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 white	5.00	1,125.00	0.00	18.00	6,637.50
Total Order Value . . .					6,637.50

Rupees : Six Thousand Six Hundred Thirty Seven and Paise Fifty Only.

Terms and Conditions :-**Specification /** 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** Greenwood Heights
Sy no: 196, Kowkur.
Phone. 040-66335551**Penalty For Delay** Nil**Transportation** 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 Flat.no.112 purpose.**Completion Date** Nil**Measurment** Nil**Security** Nil**Remarks**For **Mehta & Modi Realty Kowkur LLP**

Authorised Signatory

Name : _____

Accepted the above Terms And Conditions

For **Elegant Enterprises**

Name : _____

Date : ____/____/____

Requisition Form

Company Name:	MMR Kowkur llp	Date:	23-02-2021
Site & Phase :	GHT	Time:	115.37
Supplier		Req. No.	140465
Material required before date:	26-02-2021	ID No.	64308

No	Description	Size	Quantity	Units	Inward No	Date
1	Crmpoton fans (white color)	STD	05	Nos		
2						
3						
4						
5						
6						
7						
8						
9						
0						

Remarks: - For GHT Site model Flat no 112 purpose.

Prepared By	A Suresh	Approved by	
Sign.& Date	23-02-2021	Sign. & Date	

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

