

PURCHASE DIVISION  
Advice for approval for credit to supplier

Date:		14-04-2021		Prepared by:		NEHA	
PO/WO no.		76104		PO / WO Date.		02-04-21	
Supplier Name		Elegant Enterprises		PO/WO amount		11,092/-	
Firm/Company		Modi Properties Pvt Ltd		Project		May flower platinum	
Sl. No.	Bill No.	Bill Date		Bill amount			
1	0009	05-04-21		11,092/-			
2				/			
3							
4							
Amount A – Bills total(Excluding Transport & Hamali Charges):						11,092/-	
Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN			
1.	/	/	90954	<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:						11,092	
Amount E – PO / WO value:						11,092	
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 checked="" 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			19-04-2021				
Remarks:							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
Date	14/4/21	14/4					

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

03-04-2021 2:16:17 PM

76104  
30.03.21 4:51:32

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

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

**GSTIN** 36AJBPK0412E1ZY

66385358

9985113450/9885073880

<b>Doc No</b>	76104	177548
<b>Doc Date</b>	02-04-2021	
<b>Quote No</b>	Nil	
<b>Quote Date</b>	02-04-2021	
<b>SupplyType</b>	Supply	

**Kind Attn : Mr.Gaurang Kadakia/Mahesh Kadakia**

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 4568 - Electrical - other - Flexible pipe - 19mm - mtrs 20 bundles	1,000.00	4.70	0.00	18.00	5,546.00
2 4585 - Electrical - other - Insulation tape - NA - nos	100.00	8.00	0.00	18.00	944.00
3 4647 - Electrical - other - Spring wire - NA - mtrs 10 box of 30 mtrs	300.00	13.00	0.00	18.00	4,602.00
<b>Total Order Value . . .</b>					<b>11,092.00</b>

Rupees : Eleven Thousand Ninty Two Only.

## Terms and Conditions :-

**Specification /** As per details given in the quotation.

**Payment Terms** On complete delivery of all materials only !

**Tax** GST included in above price.

**Delivery Date** Next Day.

**Delivery Location** May Flower Platinum  
Sy 82/1, Mallapur, Nacharam.  
Phone. 7680971999

**Penalty For Delay** Nil

**Transportation** Transport cost shall be borne by us.

**Warranty** Nil

**Advance Paid** Nil

**Other Terms** We reserve the right to reject items not conforming to quality and specifications. Payment as per actual receipt of material. Order for A block 1st to 10 th floor corridors false ceiling purpose.

**Completion Date** Nil

**Measurement** Nil

**Security** Nil

**Remarks**

For **Modi Properties Pvt.Ltd.**

Authorised Signatory

Name : \_\_\_\_\_

*[Handwritten Signature]*  
30/04/2021

Accepted the above Terms And Conditions

For **Elegant Enterprises**

Name : \_\_\_\_\_

Date : \_\_\_/\_\_\_/\_\_\_

### Requisition Form

Company Name:		Modi Properties Pvt Ltd		Date:		01.04.2021	
Site & Phase :		May Flower Platinum		Time:		17:20	
Supplier				Req.No.		177548	
Material required before date:			05.04.2021		ID No.		65131
No	Description	Size	Quantity	Units	Inward No	Date	
1	Flexible Pipe	3/4"	20	No's			
2	Insulation Tapes		100	No's			
3	Spring Pipe		10	No's			
4							
5							
6							
7							
8							
9							
10							
Remarks: Towards A-Block 1st to 10th Floors Corridors false ceiling Purpose.							
Prepared By		R.Ashok		Approved by		S.V.Subba Reddy	
Sign.& Date		01.04.2021		Sign. & Date			

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

