

PURCHASE DIVISION
Advice for approval for credit to supplier

(K) (M)

Date:		30/10/21		Prepared by:		Mounika	
PO/WO no.		81753		PO / WO Date.		19/10/21	
Supplier Name		Elegant Enterprises		PO/WO amount		1,475/-	
Firm/Company		Modi Realis pocham		Project		NH	
Sl. No.		Bill No.		Bill Date		Bill amount	
1		EE 2122-0323		20/10/21		1,475/-	
2							
3							
4							
Amount A – Bills total(Excluding Transport & Hamali Charges):						1,475/-	
Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN			
1.	/	/	98071	☒ 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:						1,475/-	
Amount E – PO / WO value:						1,475/-	
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 / WO			☒ Yes ☐ No – wait for balance material ☐ No (explained below)				
Advance paid / PDC given (deduct when paying)			☐ Yes – Rs. /- ☒ No				
Payment – due date			1/11/21				
Remarks:							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Mounika						
Date	30/10/21						

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



81753

Page(s) 1 Of 1

19-10-2021 11:36:22 AM

18.10.21 2:06:31

From Company : **Modi Realty Pocharam LLP**
5-4-183/3&4, II nd Floor, Soham Mansion, MG Road, Secunderabad-500003
G S T No. : 36ABIFM1836H1Z7

Supplier Details			
Elegant Enterprises 5-4-187/7/3, Karbala Maidan, M.G.Road, Secunderbad-500003. GSTIN 36AJBPK0412E1ZY 66385358 9985113450/9885073880	Doc No	81753	181737
	Doc Date	19-10-2021	
	Quote No	Nil	
	Quote Date	13-10-2021	
	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 1200mm	1.00	1,250.00	0.00	18.00	1,475.00
Total Order Value . . .					1,475.00
Rupees : One Thousand Four Hundred Seventy Five 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	Nilgiri Heights pocharam Phone. 9849497484
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 security kiosk and labour quarters purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For **Modi Realty Pocharam LLP**

Authorised Signatory

Name : _____

Accepted the above Terms And Conditions

For **Elegant Enterprises**

Date : __/__/__

Requisition Form

Company Name:		Modi Realty Pocharam LLP		Date:		13-10-2021	
Site & Phase :		Niligiri Heights		Time:		16:03	
Supplier:				Req. No.		181737	
Material required before date:			18.10.21		ID No.		70318
No	Description	Size	Quantity	Units	Inward No	Date	
1	Ceiling fan 81753	1200 mm	01	No's			
2	LED tube light	4'	01	No's			
3	LED tube light	2'	03	No's			
4							
5							
6							
7							
8							
9							
10							
Remarks: For security kiosk and labour quarters							
Prepared By		S.Sharvani		Approved by			
Sign. & Date		13.10.2021		Sign. & Date			

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

Hand

APPROVED
15 OCT 2021
P. PRABHAKAR
Sr. Manager PMS