

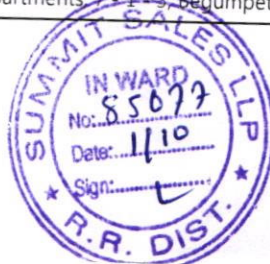
PURCHASE DIVISION
Advice for approval for credit to supplier

(M) (2)

Date: 5/11/21		Prepared by: BHAVANI	
PO/WO no. 80578		PO / WO Date. 24/9/21	
Supplier Name elegant Enterprises		PO/WO amount 12,390	
Firm/Company mppc		Project Ho	
Sl. No.	Bill No.	Bill Date	Bill amount
1	0288	28/9/21	12,390
2			/
3			/
4			/
Amount A – Bills total(Excluding Transport & Hamali Charges):			12,390
Sl. No.	DC .No	DC. Date	MRN No.
1.	/	/	/
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:			12,390
Amount E – PO / WO value:			12,390
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		8/11/21	
Remarks:			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
Sign: <i>[Signature]</i>			
Date: 5/11/21			

APPROVED
06 NOV 2021
MINISH PARIKH
MANAGER, PROCUREMENT

Notes: 1. In case amount to be credited to supplier and the bill 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



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05-11-2021 10:22:30

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, Secunderbad-500003. GSTIN 36AJBPK0412E1ZY 66385358 9985113450/9885073880	Doc No	80578	183168
	Doc Date	24-09-2021	
	Quote No	Nil	
	Quote Date	13-09-2021	
	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 4668 - Electrical - other - Wall mounted fan - other - nos Crompton 16 inch	6.00	1,750.00	0.00	18.00	12,390.00
Total Order Value . . .					12,390.00
Rupees : Twelve Thousand Three Hundred Ninty Only.					

Terms and Conditions :-

Specification / Brand	All item shall be of 'CG' brand,
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	2 years comprehensive warranty.
Advance Paid	Nil
Other Terms	We reserve the right items not confirming to qty & specs. Above order for 3rd floor accounts division purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For **Modi Properties Pvt.Ltd.**

Authorised Signatory

Accepted the above Terms And Conditions

For **Elegant Enterprises**

Name : _____

Name : _____

Date : __/__/__

Requisition Form

Company Name:		MPPL		Date:		11-98-2021	
Site & Phase :		HEAD OFFICE		Time:		15:45PM	
Supplier				Req. No.		183168	
Material required before date:			Urgent		ID No.		69255
No	Description	Size	Quantity	Units	Inward No	Date	
1	Wall mounted fan		6	NOS			
2							
3							
Remarks ; Towards 3 rd floor accounts division work purpose							
Prepared By		Meenakshi. N		Approved by			
Sign.& Date		11-09-2021		Sign. & Date			

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