

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 20/1/22		Prepared by: Babbar		Serial no. 161	
Supplier name: Elegant Enterprises				HO inward no.	
Firm/Company: MOPL		Project: MOPL		HO received date	
PO/WO date: 84058		PO/WO No. 30/12/21		Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	0464	30/12/21	17,700-00	☒ Yes ☐ No	
2.				☐ Yes ☐ No	
3.				☐ Yes ☐ No	
4.				☐ Yes ☐ No	
Amount A – Bills total (Excluding Transport & Hamali Charges):				17,700-00	
Proof of delivery by way of: ☒ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report					
MRN nos.:	101839		Proof of delivery matches MRN	☒ 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:				17,700-00	
Amount E – PO / WO value:				17,700-00	
Amount F – Difference (A – E):					
Quantity received as per PO /WO		☒ Yes ☐ Excess received ☐ Short received ☐ Part received			
Close PO / WO		☒ Yes ☐ No – wait for balance material ☐ Other			
Payment – due date		24/1/22			
Remarks: Supplier attestation is taken on the 15/11					
Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		Babbar			
Sign:		P.B.			
Date					
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

Notes: 1. In case amount to be credited to supplier and the bills total does not match, accountants to prepare JV for debit or credit.
2. This set should only have 5 documents i.e., advice to credit to supplier, original bill, proof of delivery, original purchase order with barcode, original requisition. 3. Do not attach additional documents like weighment slips, RMC batch reports, duplicate documents, Eway bills, test reports, etc. 4. In Amount A, exclude transport, Hamali charges, etc., and instead include in Amount B. 5. This report must reach HO within one working day of approval by purchase officer/purchase manager.

Purchase Order

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03-01-2022 4:40:11 PM

Original



84058

5:44:06

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

Doc No	84058	178268
Doc Date	30-12-2021	
Quote No	Nil	
Quote Date	24-12-2021	
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 4730 - Electrical - other - Timer - NA - nos L & T	10.00	1,500.00	0.00	18.00	17,700.00
Total Order Value . . .					17,700.00

Rupees : Seventeen Thousand Seven Hundred Only.

Terms and Conditions :-

Specification / All items shall be of 'L&T' brand.

Payment Terms After Delivery & Production of bill

Tax Inclusive of all taxes

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 1 year on all items.

Advance Paid Nil

Other Terms We reserve the right to reject items not conforming to quality and specifications. Above order for fixing timer for common lighting area use purpose.

Completion Date Nil

Measurment Nil

Security Nil

Remarks Original invoice + Copy of proof of delivery is required to process invoice for payment. DO NOT send original invoice to site. Original invoice must be sent to HO office or purchase site office. Proof of delivery/DC can be sent by email

For **Modi Properties Pvt.Ltd.**

Authorised Signatory

Name :

Accepted the above Terms And Conditions

For **Elegant Enterprises**

Name : _____

Date : __/__/__

Requisition Form

Company Name:		Modi Properties Pvt Ltd		Date:		24-12-2021	
Site & Phase :		May Flower Platinum		Time:		15.20	
Supplier				Req.No.		178268	
Material required before date:		27-12-2021		ID No.		72370	
No	Description	Size	Quantity	Units	Inward No	Date	
1	Timer – L & T 84058	STD	10	nos			
2	DB Board Single phase	8 way	10	nos			
3							
4							
5							
6							
7							
8							
9							
10							
Remarks: Towards fixing timer for common lighting area use purpose							
Prepared By		K. Narender Reddy		Approved by		S.V. Subba Reddy	
Sign.& Date		24-12-2021		Sign. & Date			

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

APPROVED
03 JAN 2022
P. PRADHAKAR
Sr. MANAGER PURCHASE