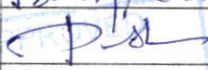


PURCHASE DIVISION
Advice for approval for credit to supplier

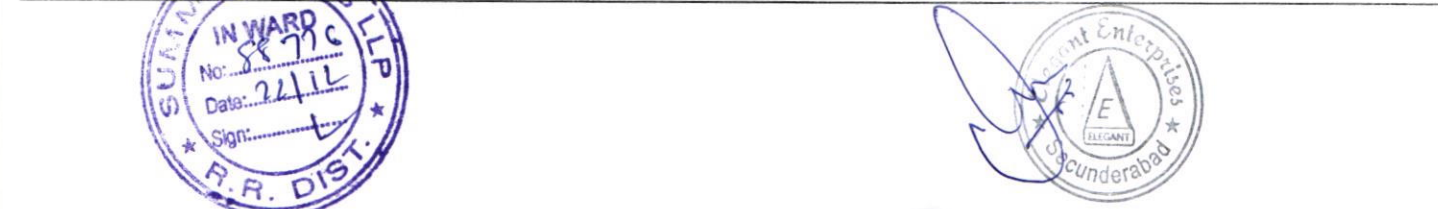
Date: 22/1/22		Prepared by: Babhakar		Serial no. 1655	
Supplier name: Elegant Enterprises		Project: MPL		HO inward no.	
Firm/Company: MPL		PO/WO No. 80079		HO received date	
PO/WO date: 27/8/21		Scan ID:			

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	0286	27/8/21	41,730-00	☒ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			41,730-00
Proof of delivery by way of: ☒ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report			
MRN nos.:		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:			41,730-00
Amount E – PO / WO value:			41,729.52
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		24/01/22	
Remarks:			

Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:		Babhakar			
Sign:					
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

Page(s) 1 Of 1

27-08-2021 16:05:39



80079

27.08.21 3:29:57

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	80079	183146
	Doc Date	27-08-2021	
	Quote No	Nil	
	Quote Date	04-08-2021	
	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 18" (Crompton)	6.00	5,894.00	0.00	18.00	41,729.52
Total Order Value . . .					41,729.52
Rupees : Fourty One Thousand Seven Hundred Twenty Nine and Paise Fifty Two Only.					

Terms and Conditions :-

Specification /	All items shall be of Almond brand, 18" air circulator
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
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	Transport cost shall be borne by us.
Warranty	1 yr
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for accounts deviation purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For **Modi Properties Pvt.Ltd.**

Authorised Signatory

Name : 

Contact :-

Accepted the above Terms And Conditions

For **Elegant Enterprises**

Name : _____

Date : __/__/__

Requisition Form

1172

Company Name:	MPPL	Date:	17-08-2021			
Site & Phase :	Head office	Time:	11:10			
Supplier		Req. No.	183146			
Material required before date:	Urgent	ID No.	68824			
No	Description	Size	Quantity	Units	Inward No	Date
1	Crompton wall mounted fan	18"	06	Nos		
2						
3						
4						
5	80079					
6						
7						
8						
9						
10						
Remarks :: toward accounts devision purpose.						
Prepared By	Meenakshi. N	Approved by				
Sign.& Date	17-08-2021	Sign. & Date				

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

