

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 22/3/22		Prepared by: T.D. Meena		Serial no. - 2340	
Supplier name: Mahaveer Ganeyward Hardware		Project: Head office		HO inward no.	
Firm/Company: NPPDL		PO/WO No.: 82991/82990		HO received date	
Plt/Wt date: 25/11/21		Scan ID.			

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	NG/2021-22/306	5/3/22	24,382-00	☐ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A - Bills total (Excluding Transport & Hamali Charges):			24,382-00
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:			24,382-00
Amount E - PO / WO value:			51,109-00
Amount F - Difference (A - E):			-26,727-00
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		22/3/22	
Remarks: Part bill received and P.O. Closed (no: 82990) in P.O. 82990 - we received sample and closed for 9 nos			

Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:	T.D. Meena	MINISH PARIKH			
Sign:					
Date	22/3/22	23 MAR 2022			
Approval limit	Upto 20k	MANAGER PROCUREMENT	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.

Tax Invoice

MAHAVEER GLASS PLYWOOD HARDWARE

Shop No. 7 & 8, Plot No. 53, Bhavani Complex, Beside Noma Function Hall, Mallapur, Hyderabad. 550075.
E-mail: wnpssupershop@yahoo.com. Contact No. 9246118825.

GSTIN NO 36AIWPP3583D1ZQ

PAN NO AIWPP3583D

Tax Invoice No.: MG/2021-22/306

P.O No:82991/183272

Date of Tax Invoice: 05/03/2022

Reverse Charge (Y/N):

State: Telangana

State code

36

Bill to Party

Ship to Party

Modi Properties (P) Ltd
Secunderabad

GST NO : 36AABCM4761E1ZM

[illegible]

RUPEES IN WORDS (Twenty Four Thousand Three Hundred And Eighty Two Only)

TOTAL AMOUNT BEFORE TAX

20662.50

BANK DETAILS:

Account Name : MAHAVEER GLASS PLYWOOD HARDWARE

Account No. : 31130611148

Bank Name : State Bank Of India

Branch : HMT Nacharam

IFSC / RTGS Code: SBIN0007109

ADD : CGST

9%

1859 63

ADD : SGST	
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9%

1859.63

R/O

TOTAL AMOUNT BEFORE R/O	
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24381.75

R/O	
-----	--

0.25

TOTAL AMOUNT AFTER R/O	
------------------------	--

24382.00

TERMS AND CONDITIONS

1. Goods once sold will not be taken back or exchange.
2. Payment Rs 500/- will be charged for every dishonoured cheque.
3. We are not responsible for shortage damage or breakage in transit.
4. Interest @24% P a will be charged for late payment after one week from the date of invoice.
5. All disputes subject to Hyderabad Jurisdiction.

For Mahaveer Glass Plywood Hardware

Note: Bills received on 17/3/22.

INWARD	
Inward No: 838	Dr: 17/3/22
MRN No:	Dr:
Received By: Samarsinh	Sign: 
MODI PROPERTIES	



Material Received
May

Scanned by TapScanner

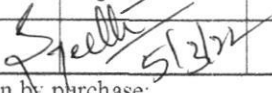


THE NEW YORK PUBLIC LIBRARY
ASTOR LENOX TILDEN FOUNDATION
125 WEST 4TH STREET
NEW YORK, N. Y.

Form for closure of purchase order

Data required from site/engineers:					
PO no.:	82991			PO date:	
Req. no.:	183272			Req. date:	
Material received	☐ Part ☐ Full			MRN nos.:	
If material partially delivered then can balance material be ordered by new requisition/PO	☐ No further material required and PO can be closed. ☐ No material cannot be ordered by new PO. ☐ PO can be closed and balance material can be ordered by new requisition.			Can PO be closed?	☐ Yes ☐ No
Remarks by engineer:					
Notes: 1. Provide details of material received by way of separate attachment. 2. Provide hardcopy of DCs/proof of delivery + PO. 3. Provide copies of invoices if available. 4. This entire set to be sent by way of hard copy to Ashaiya.					
Prepared by	Sign	Date	Project manager	Sign	Date
Data required from accounts:					
Are any bills received wrt to this PO.			☐ Yes for full PO ☐ Yes for part of PO ☐ No.		
Scan ID nos. of advice for credit to supplier					
Remarks by Accountants:					
Notes: 1. Accountants to attach hard copy of purchase voucher.					
Prepared by	Sign	Date	Accounts manager (approval required for PO more than 10k)	Sign	Date
Action taken by purchase:					
☐	Get certified bill from supplier (not original).				
☐	Prepare bill in SSLLP for material supplied.				
☐	Get proof of delivery from site.				
☐	Barcoded PO missing – get certified copy from Accounts.				
☐	Thereafter, prepare advice to credit to supplier and send to HO for processing.				
☐	Close PO		☐	Keep PO open. Material awaited	
☐	Send barcoded PO to MDs desk. PO to be closed thereafter.				
☐	Accounts to be reconciled with supplier. Suppliers ledger required from 1.4.2021.				
☐	Accounts to be reconciled with supplier. Suppliers ledger required from 1.4.2020.				
☐	RMC supplier – suppliers ledger required from 1.4.2020. Process bill after thoroughly checking both the ledgers and all pour reports. Pour reports from day one to be thoroughly checked with Pos/Bills. Thereafter, prepare advice to credit to supplier and send to HO for processing. Close all open POs.				
Remarks: 10, E4 D for Comms to 16/3					
Prepared by					
Sign					
Date					

Form for closure of purchase order

Data required from site/engineers: +10					
PO no.:	82991			PO date:	25/11/21
Req. no.:	183272			Req. date:	
Material received	☐ Part ☒ Full			MRN nos.:	
If material partially delivered then can balance material be ordered by new requisition/PO	☐ No further material required and PO can be closed. ☐ No material cannot be ordered by new PO. ☐ PO can be closed and balance material can be ordered by new requisition.			Can PO be closed?	☒ Yes ☐ No
Remarks by engineer: material Received bill sent to ssllp.					
Notes: 1. Provide details of material received by way of separate attachment. 2. Provide hardcopy of DCs proof of delivery + PO. 3. Provide copies of invoices if available. 4. This entire set to be sent by way of hard copy to Ashaiva.					
Prepared by	Sign	Date	Project manager	Sign	Date
menabhi		04/03/22			
Data required from accounts:					
Are any bills received wrt to this PO.			☐ Yes for full PO ☒ Yes for part of PO ☐ No.		
Scan ID nos. of advice for credit to supplier			82991		
Remarks by Accountants:					
Notes: 1. Accountants to attach hard copy of purchase voucher.					
Prepared by	Sign	Date	Accounts manager (approval required for PO more than 10k)	Sign	Date
		5/3/22			
Action taken by purchase:					
Status of PO	☐ PO closed and email sent to supplier. ☐ PO open material awaited.				
Status of proof of delivery:	☐ Proof of delivery received. ☐ Proof of delivery not available with site or purchase.				
Original barcoded PO available	☐ Yes ☐ No – certified copy received from accounts.				
Original bill available	☐ Yes ☐ No – certified copy obtained from supplier.				
Supplier's ledger available	☐ Yes ☐ No				
Advice for credit to supplier	☐ Prepared for entire PO ☐ Part of PO and PO closed. ☐ Prepared for part of PO and balance material awaited.				
Remarks by purchase:					
Prepared by	Sign	Date	Purchase manager	Sign	Date
				nnn	
Notes: 1. Purchase to attach hard copies of 'advice for credit to supplier'. 2. In case advice for payment to supplier cannot be prepared (material not delivered or other reasons) attach this note to original PO, original requisition, original bill and proof of delivery and send to MD.					

Purchase Order

Page(s) 1 Of 1

25-11-2021 16:35:49

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23.11.21 11:49:58

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

Mahaveer Glasss Ply wood
Plot No.53, Bhavani Complex, Mallapur, Nacharam, Hyderabad-500 076..

GSTIN 36AIWPP3583D1ZQ

9246118825/9440684764.

9246118825

Doc No	82991	183272
Doc Date	25-11-2021	
Quote No	Nil	
Quote Date	01-02-2021	
SupplyType	Supply And Installation	

Kind Attn : Mr. Dhansukh Patel/Ramesh Patel

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 2245 - Carpentry -glass - Plain glass - other - sft Toughen Glass Openable door - 6'9" x 3'0 x 12mm thick - 01 no	20.25	750.00	0.00	18.00	17,921.25
Total Order Value . . .					17,921.25

Rupees : Seventeen Thousand Nine Hundred Twenty One and Paise Twenty Five Only.

Terms and Conditions :-

Specification / Brand As per given in the quotation dt. 01/02/2021. Glass shall be of 'Modi Guard' or 'Saint Gobain' brand.

Payment Terms After Delivery & Production of bill

Tax All taxes are included in above prices

Delivery Date Within 2days.

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 Included.

Warranty Nil

Advance Paid Nil

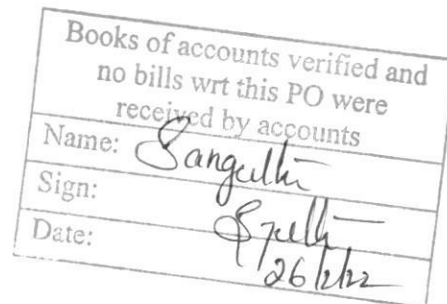
Other Terms We reserve the right to reject items not conforming to quality and specifications. Above order for Training room door purpose.

Completion Date Work shall be completed within 2 days from the date of the work order.

Measurment Nil

Security Nil

Remarks Nil



For **Modi Properties Pvt.Ltd.**

Authorised Signatory

Name : _____

Accepted the above Terms And Conditions

For **Mahaveer Glasss Ply wood**

Name : _____

Date : ____/____/____

Requisition Form

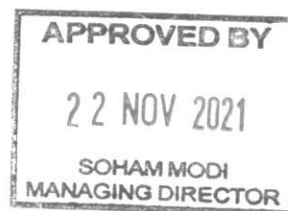
1460

Company Name:		MPPL		Date:		12-11-2021	
Site & Phase :		HO		Time:		14:55	
Supplier				Req. No.		183272	
Material required before date:		Urgent		ID No.		71142	
No	Description	Size	Quantity	Units	Inward No	Date	
1	GLASS DOOR - 12 mm	6'9"X3'	01	Nos	-7504.8%	Gst.	
2							
3							
4							
5							
6							
7							
8							
9							
10							
Remarks : This material is required for training room door purpose.							
Prepared By		Meenakshi. N		Approved by			
Sign.& Date		12-11-2021		Sign. & Date			

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

For MDs APPROVAL

- ☐ High Value/quantity beyond limits.
- ☐ Po/Req. processed-post approval.
- ☐ Approval for technical details/clarification.
- ☐ Replenishing SSLP stock
- ☒ Other



100

100

100

Form for closure of purchase order

Data required from site/engineers:					
PO no.:	82990			PO date:	
Req. no.:	183288			Req. date:	
Material received	☐ Part ☐ Full			MRN nos.:	
If material partially delivered then can balance material be ordered by new requisition/PO	☐ No further material required and PO can be closed. ☐ No material cannot be ordered by new PO. ☐ PO can be closed and balance material can be ordered by new requisition.			Can PO be closed?	☐ Yes ☐ No
Remarks by engineer:					
Notes: 1. Provide details of material received by way of separate attachment. 2. Provide hardcopy of DCs/proof of delivery + PO. 3. Provide copies of invoices if available. 4. This entire set to be sent by way of hard copy to Ashaiya.					
Prepared by	Sign	Date	Project manager	Sign	Date
Data required from accounts:					
Are any bills received wrt to this PO.			☐ Yes for full PO ☐ Yes for part of PO ☐ No.		
Scan ID nos. of advice for credit to supplier					
Remarks by Accountants:					
Notes: 1. Accountants to attach hard copy of purchase voucher.					
Prepared by	Sign	Date	Accounts manager (approval required for PO more than 10k)	Sign	Date
Action taken by purchase:					
☐	Get certified bill from supplier (not original).				
☐	Prepare bill in SSSLP for material supplied.				
☐	Get proof of delivery from site.				
☐	Barcoded PO missing – get certified copy from Accounts.				
☐	Thereafter, prepare advice to credit to supplier and send to HO for processing.				
☐	Close PO		☐	Keep PO open. Material awaited	
☐	Send barcoded PO to MDs desk. PO to be closed thereafter.				
☐	Accounts to be reconciled with supplier. Suppliers ledger required from 1.4.2021.				
☐	Accounts to be reconciled with supplier. Suppliers ledger required from 1.4.2020.				
☐	RMC supplier – suppliers ledger required from 1.4.2020. Process bill after thoroughly checking both the ledgers and all pour reports. Pour reports from day one to be thoroughly checked with Pos/Bills. Thereafter, prepare advice to credit to supplier and send to HO for processing. Close all open POs.				
Remarks: To, EAD for counter! 16/3					
Prepared by		Sign		Date	

Form for closure of purchase order

Data required from site/engineers: <i>tho.</i>					
PO no.:	82990			PO date:	25/11/2021
Req. no.:	183288			Req. date:	
Material received	☐ Part ☐ Full			MRN nos.:	
If material partially delivered then can balance material be ordered by new requisition/PO	☐ No further material required and PO can be closed. ☐ No material cannot be ordered by new PO. ☒ PO can be closed and balance material can be ordered by new requisition.			Can PO be closed?	☒ Yes ☐ No
Remarks by engineer: <i>Only sample we received. bill copy sent to ESTIP.</i>					
Notes: 1. Provide details of material received by way of separate attachment. 2. Provide hardcopy of DCs proof of delivery + PO. 3. Provide copies of invoices if available. 4. This entire set to be sent by way of hard copy to Ashaiya.					
Prepared by	Sign	Date	Project manager	Sign	Date
<i>meeng.n</i>	<i>[Signature]</i>	04/03/22			
Data required from accounts:					
Are any bills received wrt to this PO.			☐ Yes for full PO ☒ Yes for part of PO ☐ No.		
Scan ID nos. of advice for credit to supplier			82990		
Remarks by Accountants:					
Notes: 1. Accountants to attach hard copy of purchase voucher.					
Prepared by	Sign	Date	Accounts manager (approval required for PO more than 10k)	Sign	Date
<i>[Signature]</i>	<i>[Signature]</i>	5/3/22			
Action taken by purchase:					
Status of PO			☐ PO closed and email sent to supplier. ☐ PO open material awaited.		
Status of proof of delivery:			☐ Proof of delivery received. ☐ Proof of delivery not available with site or purchase.		
Original barcoded PO available			☐ Yes		
			☐ No – certified copy received from accounts.		
Original bill available			☐ Yes		
			☐ No – certified copy obtained from supplier.		
Supplier's ledger available			☐ Yes		
			☐ No		
Advice for credit to supplier			☐ Prepared for entire PO ☐ Part of PO and PO closed. ☐ Prepared for part of PO and balance material awaited.		
Remarks by purchase:					
Prepared by	Sign	Date	Purchase manager	Sign	Date
				nnn	
Notes: 1. Purchase to attach hard copies of 'advice for credit to supplier'. 2. In case advice for payment to supplier cannot be prepared (material not delivered or other reasons) attach this note to original PO, original requisition, original bill and proof of delivery and send to MD.					

Purchase Order

Page(s) 1 Of 1

25-11-2021 16:35:49



23.11.21 11:49:58

From Company : **Modi Properties Pvt.Ltd.**
5-4-187/3 & 4, IIInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36AABCM4761E1ZM

Supplier Details

Mahaveer Glasss Ply wood
Plot No.53, Bhavani Complex, Mallapur, Nacharam, Hyderabad-500 076..

GSTIN 36AIWPP3583D1ZQ

9246118825/9440684764.

9246118825

Doc No	82990	183288
Doc Date	25-11-2021	
Quote No	Nil	
Quote Date	25-11-2021	
SupplyType	Supply And Installation	

Kind Attn : Mr. Dhansukh Patel/Ramesh Patel

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 2245 - Carpentry -glass - Plain glass - other - sft 8mm toughen glass with fitting - 3'0 x 2'6" - 10 nos	75.00	375.00	0.00	18.00	33,187.50
Total Order Value . . .					33,187.50

Rupees : Thirty Three Thousand One Hundred Eighty Seven and Paise Fifty Only.

Terms and Conditions :-

Specification / Brand Included fitting charges. All items shall be of ISI brand.

Payment Terms After Delivery & Production of bill

Tax All taxes are included in above prices

Delivery Date Within 2days.

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 Included.

Warranty Nil

Advance Paid Nil

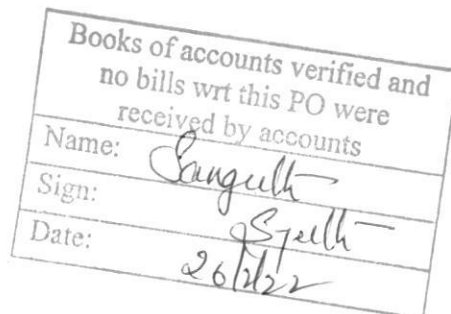
Other Terms We reserve the right to reject items not conforming to quality and specifications. Above order for Passage glass work outside of cabin.

Completion Date Work shall be completed within 2 days from the date of the work order.

Measurment Nil

Security Nil

Remarks Nil



For **Modi Properties Pvt.Ltd.**

Authorised Signatory

Name : _____

Accepted the above Terms And Conditions

For **Mahaveer Glasss Ply wood**

Name : _____

Date : __/__/__

Requisition Form

1438

Company Name:		MPPL		Date:		16-11-21	
Site & Phase:		HO		Time:		13:58	
Supplier				Req. No.		183288	
Material required before date:			urgent		ID No.		71299
No	Description	Size	Quantity	Units	Inward No	Date	
1	Glass (8mm thickness)	A1	10	Nos	3751487	/ 8/11	
2	(Toughen glass). (3'0" x 2'6")						
Remarks: The above materials are required for Passage glass work outside of cabin							
Prepared By		Sarwar		Approved by			
Sign. & Date		16-11-21		Sign. & Date			

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

For MDs APPROVAL

- ☐ High Value/quantity beyond limits.
- ☐ Po/Req. processed-post approval.
- ☐ Approval for technical details/clarification.
- ☐ Replenishing SSLP stock
- ☒ Other

