PURCHASE DIVISION
Advice for approval for credit to supplier

| | | | | | |
|---|---|---|---|---|---|
| Date: | 22/3/22 | Prepared by | T.D. Mueeny | Serial no. | 2340 |
| Supplier name | Mahaveer Glass Plywood Hardware | | | HO inward no. | |
| Firm/Company | NPPL | Project | Head office | HO received date | |
| PO/WO date | 25/11/21 | PO/WO No. | 82991/82990 | 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. Mueeny | | | | - |
| Sign: | [signature] | APPROVED 23 MAR 2022 MINISH PARIKH MANAGER PROCUREMENT | | | |
| Date | 22/3/22 | | | | |
| 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.

# Tax Invoice

## MAHAVEER GLASS PLYWOOD HARDWARE

Shop No. 7 & 8, Plot No 53, Bhavani Complex, Beside Noma Function Hall, Mallapur, Hyderabad - 500076
Email: wnpsupershop@yahoo.com Contact No: 9246118825

GSTIN NO: 36AIWPP3583D1ZQ    PAN NO: AIWPP3583D

Tax Invoice No.: MG/2021-22/306
Date of Tax Invoice: 05/03/2022
Reverse Charge (Y/N):
State: Telangana | State code: 36

P.O No:82991/183272

**Bill to Party**

Modi Properties (P) Ltd
Secunderabad

GST NO : 36AABCM4761E1ZM

**Ship to Party**

State : Telangana | State code 36 | State Telangana | State code 36

| Sno | Description of Goods | HSN CODE | Qty | Units | Rate | Taxable value | CGST Rate | CGST Amt. | SGST Rate | SGST Amt. | IGST Rate | IGST Amt. | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 12 mm toughened glass door | 7007 | 21 | sft | 750 | 15750 | 9% | 1418 | 9% | 1418 | | | 18585.00 |
| 2 | logo design | | 21 | sft | 100 | 2100 | 9% | 189 | 9% | 189 | | | 2478.00 |
| 3 | Display glass | 7005 | 7.5 | sft | 375 | 2812.5 | 9% | 253.1 | 9% | 253.1 | | | 3318.75 |
| | | | | | Total | 20662.5 | | 1859.6 | | 1859.6 | | | 24381.75 |

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

| | | |
|---|---|---|
| TOTAL AMOUNT BEFORE TAX | | 20662.50 |
| ADD : CGST | 9% | 1859.63 |
| ADD : SGST | 9% | 1859.63 |
| R/O | | |
| TOTAL AMOUNT BEFORE R/O | | 24381.75 |
| R/O | | 0.25 |
| TOTAL AMOUNT AFTER R/O | | 24382.00 |

**BANK DETAILS:**

Account Name : MAHAVEER GLASS PLYWOOD HARDWARE
Account No. : 31130611148
Bank Name : State Bank Of India
Branch : HMT Nacharam
IFSC / RTGS Code: SBIN0007109

**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

Mahaveer Glass Plywood Hardware

Authorised Signatory

Note: Bills received on 17/3/22

SUMANTH SALES LLP
INWARD
No: 12490
Date: 22/3
Sign:
R.R. DIST.

| INWARD | |
|---|---|
| Inward No: 838 | Dt: 17-3-22 |
| MRN No: | Dt: |
| Received By: Samarsith | Sign: |
| MODI PROPERTIES | |

Material Received

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.<br>□ No material cannot be ordered by new PO.<br>□ 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: Jo, EAD for comment h 16/3

| Prepared by | Sign | Date |
|---|---|---|
| | | |

Form for closure of purchase order

| Data required from site/engineers: HO | | | | |
|---|---|---|---|---|
| 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.<br>□ No material cannot be ordered by new PO.<br>□ 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 Ashaiya. | | | | |

| Prepared by | Sign | Date | Project manager | Sign | Date |
|---|---|---|---|---|---|
| meenakshi | [signature] | 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 |
|---|---|---|---|---|---|
| | Spellh | 5/3/22 | | | |

| Action taken by purchase: | |
|---|---|
| Status of PO | □ PO closed and email sent to supplier.<br>□ PO open material awaited. |
| Status of proof of delivery: | □ Proof of delivery received.<br>□ Proof of delivery not available with site or purchase. |
| Original barcoded PO available | □ Yes<br>□ No – certified copy received from accounts. |
| Original bill available | □ Yes<br>□ No – certified copy obtained from supplier. |
| Supplier's ledger available | □ Yes<br>□ No |
| Advice for credit to supplier | □ Prepared for entire PO □ Part of PO and PO closed.<br>□ 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.

 25-11-2021 16:35:49

# Purchase Order

Ori 82991
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<br>*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<br>5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003<br>Phone. 040-66335551 |
| **Penality 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 |

Books of accounts verified and no bills wrt this PO were received by accounts
Name: Sangeetha
Sign:
Date: 26/2/22

For *Modi Properties Pvt.Ltd.*
Authorised Signatory

Name : 26/11/2021

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 | - 750 + 18% GST. | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | 82991 | | | | | |
| 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 SSLLP stock
- ☑ Other

APPROVED BY
22 NOV 2021
SOHAM MODI
MANAGING DIRECTOR

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.<br>□ No material cannot be ordered by new PO.<br>□ 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: To, ED for comments! 16/3 | | |
|---|---|---|
| | | |
| | | |
| Prepared by | Sign | Date |
| | | |

Form for closure of purchase order

| | | | | | |
|---|---|---|---|---|---|
| Data required from site/engineers: HO. | | | | | |
| 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.<br>☐ No material cannot be ordered by new PO.<br>☑ PO can be closed and balance material can be ordered by new requisition. | | Can PO be closed? | ☑ Yes ☐ No |
| Remarks by engineer: Only sample we received. billcopy sent to SSHP. | | | | | |

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 |
|---|---|---|---|---|---|
| Meena.N | [signature] | 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 |
|---|---|---|---|---|---|
| | [signature] 5/3/22 | | | | |

| | |
|---|---|
| Action taken by purchase: | |
| Status of PO | ☐ PO closed and email sent to supplier.<br>☐ PO open material awaited. |
| Status of proof of delivery: | ☐ Proof of delivery received.<br>☐ Proof of delivery not available with site or purchase. |
| Original barcoded PO available | ☐ Yes<br>☐ No – certified copy received from accounts. |
| Original bill available | ☐ Yes<br>☐ No – certified copy obtained from supplier. |
| Supplier's ledger available | ☐ Yes<br>☐ No |
| Advice for credit to supplier | ☐ Prepared for entire PO ☐ Part of PO and PO closed.<br>☐ 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

 25-11-2021 16:35:49

82990
23.11.21 11:49:58

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

| **Supplier Details** | | | |
|---|---|---|---|
| Mahaveer Glasss Ply wood<br>Plot No.53, Bhavani Complex, Mallapur, Nacharam, Hyderabad-500 076.. | **Doc No** | 82990 | 183288 |
| | **Doc Date** | 25-11-2021 | |
| | **Quote No** | Nil | |
| **GSTIN** 36AIWPP3583D1ZQ | **Quote Date** | 25-11-2021 | |
| 9246118825/9440684764. 9246118825 | **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<br>*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<br>5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003<br>Phone. 040-66335551 |
| **Penality 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 |

Books of accounts verified and no bills wrt this PO were received by accounts
Name: Sangeeth
Sign: Sjeeth
Date: 26/2/22

For *Modi Properties Pvt.Ltd.*
Authorised Signatory

Name : 26/11/2021

Accepted the above Terms And Conditions
For *Mahaveer Glasss Ply wood*

Name : ____________

Date : __/__/____

1437

# Requisition Form

| | | | |
|---|---|---|---|
| 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) Size => | A1 | 10 | Nos | 375+487. | 5075 |
| 2 | (Toughen glass). (3'0 x 2'6") | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | 82990 | | | | | |
| | | | | | | |
| | | | | | | |

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 SSLLP stock
- ☑ Other

APPROVED BY
22 NOV 2021
SOHAM MODI
MANAGING DIRECTOR