PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	20/04/22	Prepared by	Vanajatthi	Serial no.	3335
Supplier name	Rainbow UPVC Doors & windows			HO inward no.	
Firm/Company	MPPL	Project	MPL	HO received date	
PO/WO date	18/01/22	PO/WO No.	84542	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	GST-43-2021/20 22	16/03/22	2,79235/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	2,79,235/-

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:	2,79,235/-
Amount E – PO / WO value:	1,097,494/-
Amount F – Difference (A – E).	818259/-
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	25/04/22
Remarks:	Part Bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Vanajatthi	Prabhakar			
Sign:		APPROVED			
Date	20/04/22	21 APR 2022			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

P. PRABHAKAR

Sr. MANAGER PURCHASE

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.

Form for closure of purchase order

Data required from site/engineers:							
PO no.:	84542	PO date:	18/1/22	Req. no.:	178317	Advice Scan ID	
MRN nos. related to PO							

☑	Part material received.
☐	Full material received.
☐	Material not received.
☐	Close PO – Balance material will be re-ordered by new requisition.
☐	Cancel PO. Material not required.
☐	Cancel PO. Material will be re-ordered by new requisition.
☑	Keep PO open. Material required.
☐	Keep PO open. Work under progress.

Remarks by engineer: Installation Report is enclosed. Balance material to be receive.

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
A. Sravani		5/4/22.	K Narender Reddy		

Data required from accounts:

☐	Checked with E&D for receipt of bills.		
☐	Bills not received against this PO.		
☐	Part bill received against this PO.	Bill nos.	
☐	All bills received against this PO.		
☐	Advance paid against this PO.	Amount paid	

Remarks by Accountants:

Notes: 1. Pos issued for false ceiling and such works may have been processed by E&D. Check before filling the above.

Prepared by	Sign	Date	Accounts manager (approval required for PO more than 10k)	Sign	Date

Advice by MD - action to be 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.		
☐	E&D to check receipt of bill and enter comments below.		
☐	Details of material supplied and balance material to be supplied is required.		

Remarks:

Prepared by	Sign	Date

APPROVED BY
13 APR 2022
SHYAM MODI
MANAGING DIRECTOR

RAINBOW UPVC DOORS AND WINDOWS

RAINBOW
UPVC DOORS AND WINDOWS

Plot No. 8A, I D A, Patancheru, Sangareddy Dist
Tel.+91 9100007123 email: rainbowupvc2018@gmail.com
GSTIN : 36AAXFR3365G1ZN

TAX INVOICE

Invoice No: GST-43- 2021/2022
DATE : 16-03-2022

Delivery Location:
May Flower Platinum Sy 82/1,
Mallapur,Nacharam.

To
Modi Properties pvt Ltd.
5-4-187/3&4,II nd floor, MG Road,
Secunderabad-500003
GSTIN : 36AABCM4761E1ZM
PO No: 84542 Dated: 18-01-2022

S.NO	HSN CODE	DESCRIPTION OF GOODS	QTY	SFT	RATE	AMOUNT
1	39252000	2431-Carpentry-Windows-UPVC Sliding Windows-2.5 track-with mesh-6ft x 4ft -sft	6	144	315.00	45,360.00
2	39252000	2431-Carpentry-Windows-UPVC Sliding Windows-2.5 track-with mesh-5ft x 4ft -sft	18	360	330.00	1,18,800.00
3	39252000	2437-Carpentry-Windows-UPVC Sliding Windows-2.5 track-with mesh-4ft x 3ft -sft	6	72	350.00	25,200.00
4	39252000	2439-Carpentry-Windows-UPVC Sliding Windows-2.5 track-with mesh-3ft x 4ft -sft	2	24	350.00	8,400.00
5	39252000	2449-Carpentry-Windows-UPVC Openble Windows-3ft x 2ft -sft	11	66	400.00	26,400.00
6	39252000	2443-Carpentry-Windows-UPVC Openble Windows-2ft x 4ft -sft	4	32	390.00	12480.00

Ac/No : 919020007284349
Bank : AXIS BANK,PATANCHERU BRANCH.
IFSC : UTIB 0000687

SUB TOTAL		2,36,640.00
Forwarding		0.00
CGST	9%	21297.60
SGST	9%	21297.60
IGST	0.00%	0.00
Round Off		0.00

Total: Rupees Two Lakh Seventy Nine Thousand Two Hundred and Thirty Five and Paise Twenty Only. 2,79,235.20

Received

Signature with seal

For RAINBOW UPVC DOORS AND WINDOWS

Authorized Signatory

SUMMIT SALES LLP
IN WARD
No: 92316
Date: 17/3

Purchase Order

 18-01-2022 13:03:18

84542
08.01.22 11:50:02

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			
Rainbow UPVC Doors and Windows	**Doc No**	84542	178317
Plot no. 8A, IDA, Patancheru, Sangareddy Dist.	**Doc Date**	18-01-2022	
	Quote No	Nil	
GSTIN 36AAXFR3365G1ZN	**Quote Date**	03-04-2021	
9100007123	**SupplyType**	Supply And Installation	

Kind Attn : Mr. Shiva Kumar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	2429 - Carpentry - windows - UPVC Sliding windows-2.5 track-with mesh - 6ft X 4ft - Sft *71.50" x 47.50" - 11 nos*	264.00	315.00	0.00	18.00	98,128.80
2	2431 - Carpentry - windows - UPVC Sliding windows-2.5 track-with mesh - 5ft X 4ft - Sft *59.50" x 47.50" - 82 nos*	1,640.00	330.00	0.00	18.00	638,616.00
3	2437 - Carpentry - windows - UPVC Sliding windows-2.5 track-with mesh - 4ft X 3ft - Sft *47.50" x 35.50" - 29 no*	348.00	350.00	0.00	18.00	143,724.00
4	2443 - Carpentry - windows - UPVC Openable window - 2ft X 4ft - Sft *23.50" x 47.50" - 08 nos*	64.00	390.00	0.00	18.00	29,452.80
5	2449 - Carpentry - windows - UPVC Openable window - 3ft X 2ft - Sft *Top Hung - 35.50" x 23.50" - 41 nos*	246.00	400.00	0.00	18.00	116,112.00
6	2439 - Carpentry - windows - UPVC Sliding windows-2.5 track-with mesh - 3ft X 4ft - Sft *35.50" x 47.50" - 14 nos*	168.00	350.00	0.00	18.00	69,384.00
7	2450 - Carpentry - windows - UPVC Ventilator - 2ft x 2ft - Sft *Top Hung - 23.50" x 23.50" - 01 nos*	4.00	440.00	0.00	18.00	2,076.80
					Total Order Value . . .	**1,097,494.40**

Rupees : Ten Lakh(s) Ninty Seven Thousand Four Hundred Ninty Four and Paise Fourty Only.

Terms and Conditions :-

Specification / Brand	As per details given in the quotation dt. 06/12/2021.
Payment Terms	10% as advance & balance on delivery of materials and receipt of invoice. Advance paid to be proportionately deducted.
Tax	All taxes included in above price.
Delivery Date	Within 10 days.
Delivery Location	May Flower Platinum Sy 82/1, Mallapur, Nacharam. Phone. 7680971999
Penality For Delay	Bills must be submitted to H.O. within 30days of completion of work. 10% plty on value of order will be deducted for delay in submission of bills.
Transportation Cost	Included in the above price.
Warranty	1 year on workmanship.
Advance Paid	Rs. 1,09,749/- to be pay vide cheque no. , dtd.
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for Flats B-602,703,802,804,902,904,1002,C-403,406,605,606,804,905,906,1001,1002,1003,1004,1005.
Completion Date	Work to be completed within 6 working days. Penalty of 5% of order value per week shall be levied for delay.

For ***Modi Properties Pvt.Ltd.***

Authorised Signatory

18/01/2022

Name : ____________

Accepted the above Terms And Conditions

For ***Rainbow UPVC Doors and Windows***

Name : ____________

Measurment Payment will be made as per measurement of laid and fixed material. Wastage at suppliers cost.

Security Supplier shall be responsible for security and storage of material at site at its risk and cost.

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

PART DELIVERY DETAILS

	Bill no.	Bill Dt.	Amount
1.	33	8/2/22	2,27,693-00
2.	36	5/03/22	67,260
3.	GST-43-2021/2022	16/3/22	2,79,235/-
4.			
5.			

B/oc: 523306/-

For *Modi Properties Pvt.Ltd.*

Authorised Signatory

Name : 18/01/2022

Name :

Accepted the above Terms And Conditions

For *Rainbow UPVC Doors and Windows*

Date : __/__/____

Requisition Form - UPVC Windows (Luxury/Deluxe Flats)														
Company		MPPL		Site & Phase		May Flower Platinum								
Req. no.		178317		Req. Date		12.01.2022								
Material required before		17.01.2022		ID no.		72913								
Prepared by:		B.Nandini		Approved by (sign):										
Flat / Block no.		B-602,B-703,B-802,B-804,B-902,B-904,B-1002,C-403,C-406,C-605,C-606,C-804,C-905,C-906,C-1001,C-1002,C-1003,C-1004,C-1005												
Supplier :														
Type I 1500 Sft 3BHK Order Value:		2	Flats											
Type II 1500 Sft 3BHK Order Value:		4	Flats											
Type III 1800 Sft 3BHK Order Value:		9	Flats											
Type IV 2140 Sft 4BHK Order Value:		4	Flats											
S No.	Item Description	Units	Type I 1500 Sft 3BHK Orde flat	Type II 1500 Sft 3BHK Orde flatrequirement	Type III 1800 Sft 3BHK requirement	Type IV 2140 Sft 4BHK Order Value:	Quantity required	Qty Available at site	Balance Qty to be ordered	Quantity in sft	Inward No	Date		
1	Sliding Window 6'x4'-2.5 track with mesh	nos	2	-	6	3	11	-	11	264.0				
2	Sliding Window 6'x4'-2.5 track without mesh	nos	-	-	-	-	-	-	-	-				
3	Sliding Window 5'x4'-2.5 track with mesh	nos	6	16	48	12	82	-	82	1,640.0				
4	Sliding Window 5'x4'- 2 track without mesh	nos	-	-	-	-	-	-	-	-				
5	Sliding Window 4'x3'-2.5 track with mesh	nos	2	8	18	1	29	-	29	348.0				
6	Sliding Window 4'x3'-2.5 track without mesh	nos	-	-	-	-	-	-	-	-				
7	Sliding Window 5'x3'- 2.5 track with mesh	nos	-	-	-	-	-	-	-	-				
8	Sliding Window 5'x3'- 2 track without mesh	nos	-	-	-	-	-	-	-	-				
9	Sliding Window 3'x4'- 2.5 track with mesh	nos	-	-	14	-	14	-	14	168.0				
10	Sliding Window 4'x4'- 2 track without mesh	nos	-	-	-	-	-	-	-	-				
11	Sliding Window 4'x4'- 2.5 track with mesh	nos	-	-	-	-	-	-	-	-				
12	Sliding Window 3'x4'- 2 track	nos	-	-	-	-	-	-	-	-				
13	Openable Window 2' x 4' without mesh	nos	4	-	4	-	8	-	8	64.0				
14	Top Hung Openable Window 2' x 2'	nos	1	-	-	-	1	-	1	4.0				
15	Top Hung Openable Window 3' x 2'	nos	3	8	27	3	41	-	41	246.0				
16	French Window 8' x 7' - 2.5 track with mesh	nos	-		9	4	13	-	13	728.0				
17	French Window 6' x 7' - 2.5 track with mesh	nos	2	4	-	-	6	-	6	24.0				
	Total		20	36	126	23	205	-	205	3,486.0				

APPROVED
14 JAN 2022
S. PRABHAKAR
MANAGER PURCHASE

T.D. 14/1/22

84542

84540

APPROVED BY
17 JAN 2022
SOHAM MODI
MANAGING DIRECTOR

For MDs APPROVAL

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

Internal memo no. 903/35/A
Annexure -A
INSTALLATION REPORT

Company/ firm:	modi properties pvt ltd	Requisition nos.:	17837
Project:	may flower platinum	PO no.:	84542
Supplier:	Rainbow upvc doors windows	Material type:	upvc windows

Details of installation:

Sl. No.	Date of installation	Unit no.	Material details	Size	Qty
1.	23-3-22	C-1001	1) upvc sliding window	6'x4'	6 No's
2.		B-703	2) upvc " "	5'x4'	18 "
3.		C-403	3) " " "	4'x3'	06 "
4.		B-602	4) " " "	3'x4'	02 "
5.		B-804	5) UPVC open window	2'x4'	4 "
6.			6) upvc top hung window	3'x2'	11 "
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
				Total:	47 No's

Remarks: only 5 flats

	Project manager	Security	Admin (Audit)
Approved by	[signature] 23/3/2022	Devraj 23/3/22	N [signature] 23-3-22

Note: 1. Report to be sent on completion of work. 2. For partial completion report must be sent once a month. 3. This report is required for installation of windows, french windows, balcony/ staircase railing, fire doors and such materials where PO for material + labour is issued. Exclude false ceiling, painting, water proofing where 'Advice for giving credit to contractor/supplier form' is being set to E&D. 4. One or more reports can be made per PO. Avoid multiple POs in one report. 5. Provide report on defaults, poor quality, missing items, etc. 6. Reports to be sent to purchase@modiproperties.com regularly. However, report must be provided within one working day of request from purchase. 7. Maintain signed original at site.