

PURCHASE DIVISION
Advice for approval for credit to supplier



Date: 30/4/22		Prepared by: [Signature]		Serial no. 3631	
Supplier name: ARON UPAC, windows and doors				HO inward no.	
Firm/Company: MPL		Project: MPL		HO received date	
PO/WO date: 8/4/22		PO/WO No. 14/1/22		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	020	15/3/22	28,485.00	☐ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A Bills total (Excluding Transport & Hamali Charges):			28,485.00
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:			28,485.00
Amount E - PO / WO value:			28,485.00
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		9/5/22	
Remarks:			

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		[Signature]			
Sign:		[Signature]			
Date		30 APR 2022			
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.

Form for closure of purchase order

Data required from site/engineers:					
PO no.:	84513	PO date:	14/1/22	Req. no.:	178311
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: <i>work under progress. Installation report will be sent after completion of work.</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
A. Sravani	<i>[Signature]</i>	5/4/22	K. Nandhi Reddy	<i>[Signature]</i>	
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 SSLP 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	
				<i>[Signature]</i>	



GST No. : 36BNJPC2335M1ZY

TAX INVOICE

Original for Recipient

Duplicate for Supplier/Transporter

Triplicate for Supplier

ARN UPVC WINDOWS AND DOORS

Plot No. 44, Surya Nagar, Beside Govt. Hospital, Mallapur, Hyderabad. Mob : 9700057664

INV. NO: **020**INVOICE DATE: **15-03-2022**

TRANSPORTATION NAME :

VEHICLE NO.: L/R No.

DATE & TIME OF SUPPLY :

PLACE OF SUPPLY :

DETAILS OF RECEIVER (BILLED TO)M/S - Modi Properties Pvt Ltd.
5-4-187/3&4, II floor, M.G. Road,
Secbad, 500003**DETAILS OF CONSIGNEE (SHIPPED TO)**

P.O No :- 84513

STATE CODE: GSTIN NO. **36AABCM4761E1ZM**

STATE CODE: GSTIN NO.

S. NO.	HSN CODE	DESCRIPTION	QUANTITY	RATE	AMOUNT	
					Rs.	Ps.
1)	30252000	UPVC 2.5 Track provision	32 sft	315/-	10,080	=
2)	30252000	UPVC 2.5 Track provision	17 sft	300/-	5,100	=
3)	30252000	UPVC top hung	18 sft	400/-	7,200	=
4)	30252000	UPVC top hung	4 sft	440/-	1,760	=
					TOTAL BEFORE TAX	
					24,140 =	

**BANK DETAILS : STATE BANK OF INDIA, MOULALI BRANCH
ARN UPVC WINDOWS AND DOORS**

A/C. No. 39583763458 IFSC Code : SBIN0020096

ADD : CGST 9.1% 2,172 =**ADD : SGST** 9.1% 2,172 =**ADD : IGST****TAX AMOUNT GST** 4,345 =**GRAND TOTAL** 28,485 =

Rupees in Words:

- Once goods sold will not be taken back
 - Interest @24% p.a. will be charged if payment is not made within 15 days from the date of the Bill.
 - Subject to Secunderabad Jurisdiction only.
 - Our Responsibility Ceases sooner the goods leave our premises
- E.&O.E

Receiver Stamp & Signature:

For **ARN UPVC WINDOWS AND DOORS**

Authorised Signature

Signal for Receipt
 Transport for Supplier/Transporter
 Transport for Supplier

TAX INVOICE

GST No. : 36B1PC3335M1Z

ARN UPVC WINDOWS AND DOORS

Plot No. 44, Surya Nagar, Beside Govt. Hospital, Mallapur, Hyderabad. Mob : 9700027864

INV. NO. 080	INVOICE DATE: 12-03-2022	TRANSPORTATION NAME:
DETAILS OF RECEIVER (BILLED TO) H2 - Hrg Properties Pvt Ltd 54-12/34, 11th Floor, H.C. Road Sec-2, 500003		VEHICLE NO. DATE & TIME OF SUPPLY PLACE OF SUPPLY
STATE CODE: 36 GSTIN NO: 36AABCH4612H		DETAILS OF CONSIGNEE (SHIPPED TO) P.O. No. - 84213

S. NO	HSN CODE	DESCRIPTION	QUANTITY	RATE	AMOUNT
1)	302300	UPVC 2.5'x3'6" window	32.5	312	10080.00
2)	302300	UPVC 2.5'x3'6" window	17.2	300	5100.00
3)	302300	UPVC 4'x6' door	18.2	400	7280.00
4)	302300	UPVC 4'x6' door	4.2	400	1680.00
					
TOTAL BEFORE TAX					24140.00

BANK DETAILS : STATE BANK OF INDIA, REGULAR BRANCH ARN UPVC WINDOWS AND DOORS A/C No. 3658378458 IFSC Code : SBIN0020955		ADD : CGST ADD : SGST ADD : IGST
TAX AMOUNT GST		28142.50
GRAND TOTAL		52282.50

Receiver Stamp & Signature.....

Notes in Words.....

- Once goods sold will not be taken back.
- Interest @ 24% p.a. will be charged if payment is not made within 15 days from the date of the Bill.
- Subject to Secured Credit only.
- Our Responsibility Cesses sooner the goods leave our premises.

For ARN UPVC WINDOWS AND DOORS

Authorized Signatory

Purchase Order

Page(s) : 1 of 1

14-01-2022 11:35:41



84513

08.01.22 11:50:01

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

ARN UPVC Windows and Doors
Plot no. 44, Surya Nagar, Beside Govt. Hospital, Mallapur, Hyderabad - 500040

GSTIN 36BNJPC2335M1ZY

9700057664

Doc No	84513	178311
Doc Date	14-01-2022	
Quote No	Nil	
Quote Date	14-01-2022	
SupplyType	Supply And Installation	

Kind Attn : Mr. Rohith Kumar

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 2428 - Carpentry - windows - UPVC window - NA - Sft Sliding window - 2.5 track - Only provision - 47.50" x 95.50" - 01 no	32.00	315.00	0.00	18.00	11,894.40
2 2428 - Carpentry - windows - UPVC window - NA - Sft Sliding window - 2.5 track - Only provision - 50.50" x 47.50" - 01 no	17.00	300.00	0.00	18.00	6,018.00
3 2449 - Carpentry - windows - UPVC Openable window - 3ft X 2ft - Sft Top Hung - 35.50" x 23.50" - 03 nos	18.00	400.00	0.00	18.00	8,496.00
4 2450 - Carpentry - windows - UPVC Ventilator - 2ft x 2ft - Sft Top Hung - 23.50" x 23.50" - 01 no	4.00	440.00	0.00	18.00	2,076.80
Total Order Value . . .					28,485.20
Rupees : Twenty Eight Thousand Four Hundred Eighty Five and Paise Twenty Only.					

Terms and Conditions :-

Specification / Brand	As per details given in the quotation
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Within 3days.
Delivery Location	May Flower Platinum Sy 82/1, Mallapur, Nacharam. Phone. 7680971999
Penalty For Delay	Bills must be submitted to H.O. within 30days of completion of work. 10% pty 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	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for Club House purpose.
Completion Date	Work to be completed within 6 working days. Penalty of 5% of order value per week shall be levied for delay.
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.'

For **Modi Properties Pvt.Ltd.**

Authorised Signatory

Name :

Name : _____

Accepted the above Terms And Conditions

For **ARN UPVC Windows and Doors**

Date : __/__/__

Requisition Form

Company Name:	Modi Properties Pvt Ltd	Date:	11.01.2022
Site & Phase :	May Flower Platinum	Time:	15:18
Supplier		Req.No.	178311
Material required before date:	16.01.2022	ID No.	72863

No	Description	Size	Quantity	Units	Inward No	Date
1	UPVC Sliding Windows	4'0" X 7'11½"	01	No's		
2	UPVC Sliding Windows	4'3" X 3'11½"	01	No's		
3	UPVC Sliding Windows — Ventilati	2'0" X 2'0"	01	No's	TOP Hung	
4	UPVC Sliding Windows — openable	2'0" X 3'0"	03	No's	"	
5						
6						
7						
8						
9						
10						

Remarks: Towards Club house first floor Purpose.

Prepared By	R.Ashok	Approved by	S.V.Subba Reddy
Sign. & Date	11.01.2022	Sign. & Date	

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



Mob : 9700057664

ARN UPVC WINDOWS AND DOORS

Plot No. 44, Surya Nagar, Beside Govt. Hospital, Mallapur, Hyderabad.

To

M/s. Neel Properties and LH

5-4-1871 264 21/1/1872 H.G. Road.

Soetad, etc. of Mayflower. platinum

Phones :

20 flats pg

Your Order No. 82144 / 82206

Date : _____

Customer GST No. _____

Atto:- AP29W0533

Invoice No.

Our D.C. No.....

Date : 17/03/2022

S.No.	Description	Quantity
1)	UPVC top hung - 3' x 2'	3 Nos
2)	" " " 2' x 2'	1 No
3)	UPVC open window - 2' x 4' -	2 Nos
4)	UPVC french window - 8' x 7'	1 No
5)	" " " 6' x 7'	1 No
	Total Quantity	8 Nos

GST No : 36BNJPC2335M1ZY

* Goods once sold will not be taken back



Receiver's Signature with Stamp

Authorised Signature

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

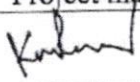
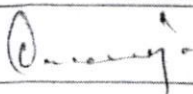
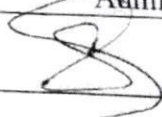
Company/ firm:	modi properties pvt ltd	Requisition nos.:	178311
Project:	may flower platinum	PO no.:	84513
Supplier:	ARN UPVC windows & doors	Material type:	UPVC windows

Details of installation:

Sl. No.	Date of installation	Unit no.	Material details	Size	Qty
1.	5-4-22	club-	1) UPVC sliding window	47.5"x95.5"	01
2.		house	2) UPVC sliding "	50.5"x47.5"	01
3.		UPVC	4) UPVC Top hing	23.5"x23.5"	01
4.		windows	5) UPVC open window	35.5"x23.5"	03
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

Total: 6 No's

Remarks:

Approved by	Project manager	Security	Admin (Audit)
			

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.