(E)

PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	20/4/22	Prepared by	Bhaskar	Serial no.	3627
Supplier name	Sri Sai Rohit Marketing Co			HO inward no.	
Firm/Company	MPPL	Project	MPPL	HO received date	
PO/WO date	84509	PO/WO No.	14/1/22	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	263	10/3/22	195434-00	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A Bills total (Excluding Transport & Hamali Charges):	195434-00
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:	195434-00
Amount E – PO / WO value:	174016.96
Amount F – Difference (A – E):	21,418-00
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	9/5/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		Bhaskar			
Sign:		[signature]			
Date		APPROVED 30 APR 2022			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

P. BHASKAR 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.:	84509	PO date:	27/1/22	Req. no.:	178312.	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: close PO. Full material Received & Work Completed. Installation Report is enclosed.

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	[signature]	5/4/22	K Narender Reddy	[signature]	

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
SOHAM MODI
MANAGING DIRECTOR

Form for closure of purchase order dt 21-3-22 ver4

GST No. : 36AMHPC9678H1ZM

TAX INVOICE

Orginal for Recepient
Duplicate for Supplier/Transporter
Triplecate for Supplier

SRI SAI ROHITH MARKETING COMPANY

Dealers In: All Kinds of Aluminium Section Sheets, Glass, Plywood & Hardware Etc.,

Road No. 8, N.F.C. Main Road, Plot No. 66, Krishna Nagar, H.B. Colony, Moula Ali, Hyderabad-500040. (T.S) **Mob. : 9866512288**

INV. NO: 263 INVOICE DATE : 10/03/22

TRANSPORTATION NAME :
VEHICLE NO.: AP29W0533 L/R No.
DATE & TIME OF SUPPLY :
PLACE PF SUPPLY :

DETAILS OF RECEIVER (BILLED TO)

M/s Modi Properties Pvt. Ltd
5-4-187/3&4, IInd Floor, M.G. Road,
Sec-bad-500003.

STATE CODE:............ GSTIN NO.............

DETAILS OF CONSIGNEE (SHIPPED TO)

Site At: May Flowers Platinum
Mallapur.

STATE CODE:............ GSTIN NO.............

S. NO.	HSN CODE	DESCRIPTION	QUANTITY	RATE	AMOUNT Rs. Ps.
1	7610	12mm Toughen Glass with Patch Fitting → 3'03" x 7'6" → 01m	226.88	650/-	147472=00
2		Etching →	226.88	80/-	18150=40
			TOTAL BEFORE TAX		165622=40
			ADD : CGST	9%	14906=-
			ADD : SGST	9%	14906=-
			ADD : IGST		
			TAX AMOUNT GST		
			GRAND TOTAL		195434=40

SUMMIT SALES LLP, B.G. DIST. IN WARD No: 92290 Date: 15/3 Sign:

BANK DETAILS : HDFC BANK, HABSIGUDA BRANCH
SRI SAI ROHIT MARKETING. CO
A/C No. 50200007478658 IFSC CODE: HDFC0000368

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 Secundarabad Juridiction only.
- Our Responsibility Ceases sooner the goods leave our premises

E.&O.E

For **SRI SAI ROHIT MARKETING.Co**

Authorised Signature

Receiver Stamp & Signature.............

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

Company/ firm:	modi properties pvt ltd	Requisition nos.:	178312
Project:	may flower platinum	PO no.:	84509
Supplier:	sri sai rohith marketing company	Material type:	Glass partition -12 mm

Details of installation:

Sl. No.	Date of installation	Unit no.	Material details	Size	Qty
1.	10-03-22	Towards Club house purpose	Glass Partition-12mm with hardware.	30'3"x7'6"	1 No's
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
				Total:	1 No's

Remarks:

Approved by	Project manager	Security	Admin (Audit)
	10/3/2022		10/3/2022

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.

Estimate/Draft PO

 14-01-2022 11:35:41

84509
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			
Sri Sai Rohith Marketing Company	**Doc No**	84509	178312
New Narsimhanagar Colony, Near Noma Kalyana Vedika, Mallapur, Hyderabad - 500 076.	**Doc Date**	14-01-2022	
	Quote No	Nil	
GSTIN 36AMHPC9678H1ZM	**Quote Date**	30-12-2021	
9866512288	**SupplyType**	Supply	

Kind Attn : Mr. C. Laxman Kumar

Estimate/Draft PO for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	5559 - Furniture - Others-Partition - NA - sft *12mm Toughen glass with patch fitting - 30'3" x 7'6" - 01 no*	226.88	650.00	0.00	18.00	174,016.96
					Total Order Value . . .	**174,016.96**

Rupees : One Lakh(s) Seventy Four Thousand Sixteen and Paise Ninty Six Only.

Terms and Conditions :-

Specification / Brand	12mm Toughen Glass shall be of Modi guard/Saint Gobain. Hardware 'Hardwin' brand.
Payment Terms	50% as advance and balance 50% after delivery and completion of the work.
Tax	All taxes included in above price.
Delivery Date	Within 4days.
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. 87,009/- advance to be pay vide cheque no. , dt.
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 in 3days. 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.'

APPROVED BY
19 JAN 2022
SOHAM MODI
MANAGING DIRECTOR

T.D. [signature]
14/1/22

For *Modi Properties Pvt.Ltd.*
Authorised Signatory

Accepted the above Terms And Conditions
For *Sri Sai Rohith Marketing Company*

Name : ____________

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	Modi Properties Pvt Ltd	Date:	11.01.2022
& Phase :	May Flower Platinum	Time:	15:18
Supplier		Req.No.	178312
Material required before date: 16.01.2022		ID No.	72864

No	Description	Size	Quantity	Units	Inward No	Date
1	Glass Partition-12mm with hardware	30'3" X 7'6"	01	No's		
2	" Toughen Glass with Patch fittings "					
3						
4						
5	84509					
6						
7						
8						
9						
10						

Remarks: Towards Club house 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.

T.D. Nguiry
14/1/22

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

14/1

APPROVED BY
17 JAN 2022
SOHAM MODI
MANAGING DIRECTOR

GST No. : 36AMHPC9678H1ZM

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Orginal for Recepient
Duplicate for Supplier/Transporter
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2		Etching →	226.88	80/-	18150=40
			TOTAL BEFORE TAX		165622=40
			ADD : CGST	9%	14906 --
			ADD : SGST	9%	14906 --
			ADD : IGST		
			TAX AMOUNT GST		
			GRAND TOTAL		195434=40

INWARD
Inward No: 18901 Dt: 14.03.22
MRN No: 104917 Dt:
Received By: Sign:
MODI PROPERTIES PVT. LTD.

BANK DETAILS : HDFC BANK, HABSIGUDA BRANCH
SRI SAI ROHIT MARKETING. CO
A/C No. 50200007478658 IFSC CODE: HDFC0000368

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 Secundarabad Juridiction only.
- Our Responsibility Ceases sooner the goods leave our premises

E.&O.E

For **SRI SAI ROHIT MARKETING.Co**

Authorised Signature

Receiver Stamp & Signature