PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	20/5/22	Prepared by	Prabhakar	Serial no.	- 4284
~~Supplier name~~	Krishna Steel Railing and Glass Railing			~~HO inward no.~~	
Firm/Company	MPPL	Project	MPL	HO received date	
PO/WO date	4/1/22	PO/WO No.	840210	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.				□ Yes □ No
2.	023	16/5/22	1,36,290-00	☑ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	1,36,290-00
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:	1,36,290-00
Amount E – PO / WO value.	1,36,290-00
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	23/5/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		Prabhakar			
Sign:		[signature]			
Date					
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.:	84210	PO date:	4/1/2022	Req. no.:	178279	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:							
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	Sravani	5/4/22.	K Narender Reddy	KR			

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.		
☐ X	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
Advance paid		

APPROVED BY
20 APR 2022
SOHAM MODI
MANAGING DIRECTOR

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

Cell: 7416664533 **TAX INVOICE** Cell: 8125065219

KRISHNA STEEL RAILING AND GLASS RAILING

**Mfg: All Kinds of Stainless Steel Railings, Furniture,
Kitchen Tralleys 202, 304, 316 & All Interior Decorative Items**

1-5-32/1, Indra Nagar Colony, Venkateshwara Temple Road, Opp. Vijaya Diagnostic, Uppal, Hyderabad.
steelkrishna53@gmail.com

Buyer Modi Properties Pvt Ltd. 5-4-187/3 & 4, IInd floor, M.G Road, Secunderabad. 500003.	**Invoice No.** 023 **Date:** 16/5/22
	Delivery Note : **Mode of Payment**
	Buyers Order No. 84210 **Date:** 4/1/22
GSTIN 36AABCM4761E1ZM.	**Dispatched Through**

Sl.No.	DESCRIPTION OF GOODS	HSN/ SAC	QTY	RATE	AMOUNT
	SS Railing Staircase at B-Block.		330 rft	350/-	1,15,500-00

SUMMIT SALES LLP R.R. DIST. IN WARD No: 94481 Date: 17/5 Sign:

INWARD Inward No: 19020 Dt: 16/05/22 MRN No: Dt: Received By: Sign: MODI PROPERTIES PVT. LTD. Sy.No. 82/1.

GSTIN : 36GZLPK9302R1ZG	**GROSS VALUE**	1,15,500-00
Bank Details :	**Add CGST %**	10,395-00
	Add SGST %	10,395-00
Rupees in Words : One Lakh Thirty Six Thousand Two Hundred and Ninety Rupees Only.	**Add IGST %**	
	GRAND TOTAL	1,36,290-00

1. Our Risk and Responsibility Ceases on Delivery of Goods and we are not Responsible for Damages, Shortages or Theft in Transist.
2. 27% Intrest Will be Charged on Bills Remaining unpaid after due date
3. Payment within -- days

E.&O.E

FOR KRISHNA STEEL RAILING AND GLASS RAILING

Authorised Signature

Cell: 7416664533 **TAX INVOICE** Cell: 8125065219

KRISHNA STEEL RAILING AND GLASS RAILING

Mfg: All Kinds of Stainless Steel Railings, Furniture
Kitchen Trolleys 202, 304, 316 & All Interior Decorative Items

1-5-32/1, Indra Nagar Colony, Venkateshwara Temple Road, Opp. Vijaya Diagnostic ..., Hyderabad.
steelkrishna53@gmail.com

Buyer: Modi Properties Pvt Ltd. 5-4-187/3 & 4, IInd Floor, M.G. Road, Secunderabad. 500003	Invoice No. 023 — Date: 16/3/22
	Delivery Note — Mode of Payment
	Buyers Order No. 84710 — Date: 4/1/22
GSTIN 36AABCM4761E1ZM	Dispatched Through

Sl.No.	DESCRIPTION OF GOODS	HSN SAC	QTY	RATE	AMOUNT
	SS Railing Staircase at B-Block.		330 rft	350/-	1,15,500-00

GSTIN : 36GZLPK8302K1ZG	GROSS VALUE	1,15,500-00
Bank Details :	Add CGST 9%	10,395-00
	Add SGST 9%	10,395-00
Rupees in Words : One lakh Thirty Six Thousand Two Hundred and ninety Rupees Only.	Add IGST %	
	GRAND TOTAL	1,36,290-00

1. Our Risk and Responsibility Ceases on Delivery of Goods and we are not Responsible for Damages, Shortages or Theft in Transit.
2. 27% Intrest Will be Charged on Bills Remaining Unpaid after due date
3. Payment within ------ days

E.& O.E

For KRISHNA STEEL RAILING AND GLASS RAILING

Authorised Signature

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

Company/ firm:	modi properties pvt ltd	Requisition nos.:	178279
Project:	my flower platinum	PO no.:	84210
Supplier:	Krishna steel railing	Material type:	SS Railing (staircase)

Details of installation: spikes

Sl. No.	Date of installation	Unit no.	Material details	Size	Qty
1.	14-05-22	Above	SS Railing	330	330 Rft
2.					
3.		order	"		
4.		for	"		
5.		B-3	"		
6.		flat	"		
7.		opposite	"		
8.		staircase	"		
9.		purpose	"		
10.					
11.					
12.					
13.					
14.					
15.					
				Total:	330 Rft

Remarks:

Approved by	Project manager	Security	Admin (Audit)
	[signature]	Devraj 14/5/2022	[signature]

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.

PURCHASE DIVISION

Advice for approval for credit to supplier (X)

Date:	08/5/22	Prepared by	Prabhakar	Serial no.	- 4284
Supplier name	Krishna Steel Railing and Glass Roofing			HO inward no.	
Firm/Company	MPPL	Project	MPL	HO received date	
PO/WO date	4/1/22	PO/WO No.	86210	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.				□ Yes □ No
2.	023	16/5/22	1,36,290-00	☑ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			1,36,290-00
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:			1,36,290-00
Amount E – PO / WO value.			1,36,290-00
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	22/5/22		
Remarks:			

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		Prabhakar			
Sign:		[signature]			
Date					
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.

Purchase Order

Page(s) 1 Of 1 04-01-2022 15:53:52

84210

5:44:07

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

Krishna Steel Railing & Glass Railing
#1-5-32/1, Indra Nagar Colony, Venkateshwara Temple Road, Opp. Vijaya Diagnostic, Uppal, Hyderabad.

GSTIN 36GZLPK9302R1ZG

7416664533

Doc No	84210	178279
Doc Date	04-01-2022	
Quote No	Nil	
Quote Date	23-12-2021	
SupplyType	Supply And Installation	

Kind Attn : Mr. Ashok

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	6039 - Miscellaneous - SS Railing - NA - rft 3'	330.00	350.00	0.00	18.00	136,290.00
			Total Order Value . . .			**136,290.00**

Rupees : One Lakh(s) Thirty Six Thousand Two Hundred Ninty Only.

Terms and Conditions :-

Specification / Brand	All items shall be of 'Jindal' brand. 202 grade, 50mm x 1.5mm thick, 44' length.
Payment Terms	50% advance and balance after delivery of all materials and installation.
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	Nil
Transportation Cost	Included in above price.
Warranty	Nil
Advance Paid	Rs. 68,145/- 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 B 3 flat opposite staircase purpose. Above rates are inclusive of all.
Completion Date	Work shall be completed within 4days from the date of the work order.
Measurment	Nil
Security	Nil
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
07 JAN 2022
SOHAM MODI
MANAGING DIRECTOR

For *Modi Properties Pvt.Ltd.*

Authorised Signatory

Name : ______________

Name : ______________

Accepted the above Terms And Conditions

For *Krishna Steel Railing & Glass Railing*

Date : __/__/__

Requisition Form

Company Name:	Modi Properties Pvt Ltd	Date:	28.12.2021
Site & Phase :	May Flower Platinum	Time:	02:45
Supplier	Krishna steel(Ashok)	Req.No.	178279
Material required before date:	31.12.2021	ID No.	72474

No	Description	Size	Quantity	Units	Inward No	Date
1	SS Railing		330'	Rft		
2						
3						
4						
5						
6	84210					
7						
8						
9						
10						

Remarks: Towards B -3 flat opposite staircase use purpose .

Prepared By	N.Subhash	Approved by	S.V.Subba Reddy
Sign.& Date	28.12.2021	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
07 JAN 2022
SOHAM MODI
MANAGING DIRECTOR

T.D. [signature]
4/1/22