PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	19/03/22	Prepared by	P.Prabhakar	Serial no.	2337
Supplier name	ARN UPVC windows &doors			HO inward no.	
Firm/Company	MPPL	Project	MPL	HO received date	
PO/WO date	14/01/22	PO/WO No.	84511	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	023	15/03/22	56,6401-	☑Yes □ No
2.				□ Yes □ No
3.			/	□ Yes □ No
4.				□ Yes □ No
				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	56,6401-

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:	56,6401-
Amount E – PO / WO value:	59,4721-
Amount F – Difference (A – E):	28321-
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	28/03/22 31/8/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name.					
Sign:		[signature] APPROVED			
Date		26 MAY 2022			-
Approval limit	Upto 20k	Above 20k P. PRABHAKAR MANAGER PURCHASE	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.

GST No. : 36BNJPC2335M1ZY

TAX INVOICE

Orginal for Recepient
Duplicate for Supplier/Transporter
Triplecate for Supplier

ARN UPVC WINDOWS AND DOORS

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

INV. NO: 023 INVOICE DATE : 15-03-2022

DETAILS OF RECEIVER (BILLED TO)

M/s - Modi properties pvt Ltd
5-4-187/3&4, II Floor, M.G Road
Sec-bad. 500003

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

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

DETAILS OF CONSIGNEE (SHIPPED TO)

P.O NO: 84511

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

S. NO.	HSN CODE	DESCRIPTION	QUANTITY	RATE	AMOUNT Rs. Ps.
1)	39252000	upvc fixed window	32 sft	300/-	9,600=00
2)	39252000	upvc sliding only provision	64 sft	375/-	24,000=00
3)	39252000	upvc sliding 2T window	48 sft	300/-	14,400=00

SUMMIT SALES LLP R.R. DIST. INWARD No: 92288 Date: 15/3 Sign:

BANK DETAILS : STATE BANK OF INDIA, MOULALI BRANCH
ARN UPVC WINDOWS AND DOORS
A/C. No. 39583763458 IFSC Code : SBIN0020096

TOTAL BEFORE TAX		48,000=00
ADD : CGST	9%	4,320=00
ADD : SGST	9%	4,320=00
ADD : IGST		
TAX AMOUNT GST		8,640=00
GRAND TOTAL		56,640=00

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

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

For **ARN UPVC WINDOWS AND DOORS**

Authorised Signature

GST No. : 36ENJPC2335M1ZY

TAX INVOICE

Original for Recepient
Duplicate for Supplier/Transporter
Triplicate for Supplier

ARN UPVC WINDOWS AND DOORS

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

INV. NO: 026

INVOICE DATE : 15-03-2022

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

DETAILS OF RECEIVER (BILLED TO)

M/s - Modi Properties pvt Ltd
5-4-187/3&4, II floor, M.G Road
Sec-bad. 500003

STATE CODE: .... GSTIN NO. 36AABCM1476E1ZM

DETAILS OF CONSIGNEE (SHIPPED TO)

P.O. No: 84511

STATE CODE .... GST NO.

S. NO.	HSN CODE	DESCRIPTION	QUANTITY	RATE	AMOUNT Rs. Ps
1)	39253000	upvc fixed window	30 sft	300	9,000-00
2)	39253000	upvc sliding only provision	64 sft	375	24,000-00
3)	39253000	upvc sliding 2T window	48 sft	250	12,000-00
			TOTAL BEFORE TAX		45,000-00
			ADD : CGST	9%	4,320-00
			ADD : SGST	9%	4,320-00
			ADD : IGST		
			TAX AMOUNT GST		8,640-00
			GRAND TOTAL		53,640-00

INWARD No. Date Sign.

BANK DETAILS : STATE BANK OF INDIA, MOULALI BRANCH
ARN UPVC WINDOWS AND DOORS
A/C. No. 39583763458 IFSC Code : SBIN0020096

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

For ARN UPVC WINDOWS AND DOORS

Authorised Signature

Receiver Stamp & Signature

Purchase Order

 14-01-2022 11:35:41

84511
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	**Doc No**	84511	178304
	Doc Date	14-01-2022	
GSTIN 36BNJPC2335M1ZY	**Quote No**	Nil	
9700057664	**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 *Fixed window - 95.50" x 47.50" - 01 no*	32.00	300.00	0.00	18.00	11,328.00
2	2428 - Carpentry - windows - UPVC window - NA - Sft *Sliding window with partition and 4 shutters - only provision - 95.50" x 47.50" - 02 nos*	64.00	375.00	0.00	18.00	28,320.00
3	2436 - Carpentry - windows - UPVC Sliding windows-2.5 track-without mesh - 4ft X 4ft - Sft *only provision - 47.50" x 47.50" - 03 nos*	48.00	350.00	0.00	18.00	19,824.00
					Total Order Value . . .	**59,472.00**

Rupees : Fifty Nine Thousand Four Hundred Seventy Two Only.

Terms and Conditions :-

Specification / Brand	As per details given in the quotation.
Payment Terms	50% as advance and balance after delivery and completion of the work.
Tax	All taxes included in above price.
Delivery Date	Within 3days.
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. 29,736/- 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 Club House purpose.
Completion Date	Work to be completed within 2days.. 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:	07-01-2022
Site & Phase :	May Flower Platinum	Time:	05.30
Supplier		Req.No.	178304
Material required before date:	10-01-2022	ID No.	72754.

No	Description	Size	Quantity	Units	Inward No	Date
1	UPVC Frame Fixed Glass	8'0''x4'0''	1	nos	-300	
2	UPVC Sliding window with partition and 4 shutters	8'0''x4'0''	2	nos	-375	
3	UPVC Sliding window	4'0''x4'x0''	3	nos	-350	
4						
5	84511					
6						
7						
10						

Remarks: Towards club house use purpose

Prepared By	K. Narender Reddy	Approved by	S.V.Subba Reddy
Sign.& Date	07-01-2022	Sign. & Date	7/01/2022

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

APPROVED BY
11 JAN 2022
SOHAM MODI
MANAGING DIRECTOR

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

Company/ firm:	modi properties pvt ltd	Requisition nos.:	178304
Project:	may flower platinum	PO no.:	84511
Supplier:	ARN UPVC windows & doors	Material type:	UPVC windows.

Details of installation:

Sl. No.	Date of installation	Unit no.	Material details	Size	Qty
1.	5-04-22	club-	1) UPVC fixed window	95.5"x47.5"	01 No's
2.		house	2) UPVC sliding window	95.5"x47.5"	01 "
3.		UPVC	and 4 shutters		
4.		window	3) UPVC sliding window	47.5"x47.5"	03 "
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
				Total:	05 No's

Remarks:

Approved by	Project manager	Security	Admin (Audit)
	[signature]	[signature]	[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.