PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	4/6	Prepared by	Prabhakar	Serial no.	4919
Supplier name	Krishna Steel Railing & Glass Railing			HO inward no.	
Firm/Company	MPP2	Project	MPL	HO received date	
PO/WO date	27/12	PO/WO No.	83916	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	024	28/5	1,42,780-00	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges): 1,42,780-00

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:	1,42,780-00
Amount E – PO / WO value:	10,28,016-00
Amount F – Difference (A – E):	8,85,236-00

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	12/6
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.

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. 5-4-187/354 2nd floor M.G.road Sec-bad - 500003	**Invoice No.** 021 **Date:** 28-5-22
	Delivery Note : **Mode of Payment**
	Buyers Order No. 83916 **Date:** 27-12-21
GSTIN : 36AABCM4761E1ZM	**Dispatched Through**

SI.No.	DESCRIPTION OF GOODS	HSN/ SAC	QTY	RATE	AMOUNT
	SS balcony glass railing B-603, B-604, B-704 B-802, B-803, B-804 C-605, C-606, C-802 C-805, C-806		110 sft	1,100	1,21,000=00
	GSTIN : 36GZLPK9302R1ZG		**GROSS VALUE**		1,21,000=00
	Bank Details :		**Add CGST** 9 **%**		10,890=00
			Add SGST 9 **%**		10,890=00
	Rupees in Words : one lakh fourty two thousand seven hundred and eighty rupees only/-		**Add IGST %**		
			GRAND TOTAL		1,42,780=00

INWARD Inward No: 19288 Dt: 28/05/22 MRN No: Dt: 28/05/22 Received By: Sign: MODI PROPERTIES PVT. LTD. Sy.No. 83/1

SUMADHURA SALES LLP R.R. DIST. INWARD No: 95045 Date: 01/6/22 Sign:

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
Ashok kumar
Authorised Signature

Cell: 7416664533 | **TAX INVOICE** | Cell: 9125065219

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, Uppal, Hyderabad.
steelkrishna53@gmail.com

Buyer: modi properties pvt ltd 5-4-187/3&4 IInd floor, M.G. Road Secunderabad - 500003	Invoice No. 021 Date: 28-5-22
	Delivery Note: Mode of Payment
	Buyers Order No. 0301 Date: 27-12-21
GSTIN : 36AABCM4461E1ZM	Dispatched Through

Sl.No.	DESCRIPTION OF GOODS	HSN/SAC	QTY	RATE	AMOUNT
	SS balcony glass railing B-603, B-604, B-704 B-802, B-803, B-804 C-605, C-606, C-804 C-805, C-806	[illegible]	110 rft	1,100	1,21,000=00
	GSTIN : 36GZLPK9302R1ZG	GROSS VALUE			1,21,000=00
	Bank Details :	Add CGST 9 %			10,890=00
		Add SGST 9 %			10,890=00
	Rupees in Words : one lakh fourty two thousand seven hundred and eighty rupees only	Add IGST %			
		GRAND TOTAL			1,42,780=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% Interest 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

Form for closure of purchase order

Data required from site/engineers:							
PO no.:	83916	PO date:	27/12/2021	Req. no.:	178210	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: work Under progress. 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	Sravani	5/4/22	K. Narender Reddy	K	

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

Bin

Purchase Order

 27-12-2021 11:17:49

Scan No:- 97688 (Date :- 21/02/22)

83916

5:35:32

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**	83916	178210
	Doc Date	27-12-2021	
	Quote No	Nil	
	Quote Date	03-04-2021	
	SupplyType	Supply	

Kind Attn : Mr. Ashok

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	2505 - Carpentry -glass - Glass Balcony Railing - Other - Rft *10'0 x 3'0 x 10mm thick glass - 12 nos*	360.00	1,100.00	0.00	18.00	467,280.00
2	2505 - Carpentry -glass - Glass Balcony Railing - Other - Rft *8'6" x 3'0 x 10mm thick glass - 06 nos*	153.00	1,100.00	0.00	18.00	198,594.00
3	2505 - Carpentry -glass - Glass Balcony Railing - Other - Rft *9'6" x 3'0 x 10mm thick glass - 06 nos*	171.00	1,100.00	0.00	18.00	221,958.00
4	2505 - Carpentry -glass - Glass Balcony Railing - Other - Rft *12'0 x 3'0 x 10mm thick glass - 03 nos*	108.00	1,100.00	0.00	18.00	140,184.00
					Total Order Value . . .	**1,028,016.00**

Rupees : Ten Lakh(s) Twenty Eight Thousand Sixteen Only.

wle will never keep no spr 5/7/22

Terms and Conditions :-

Specification / Brand	Quality & Specifications of works shall be as per given in the quotation. SS Pipe - Jindal make & Glass - Saint Gobain/Modi Guard.Prices shall remain fixed(Subject to change in GST) for a period of 6months.
Payment Terms	10% as advance & balance on delivery of material and receipt of invoice. Advance paid to be proportionately deducted.
Tax	All taxes included in above price.
Delivery Date	To be delivered in a month to be delivered in parts as given by site through email and approved by purchase divison.
Delivery Location	May Flower Platinum Sy 82/1, Mallapur, Nacharam. Phone. 7680971999
Penality For Delay	Bill 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 bill.
Transportation Cost	Included in the above price.
Warranty	5years replacement guarantee on all hardware installed. Hardware material should be branded.
Advance Paid	Rs. 1,02,802/- to be pay vide cheque no. dt.
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Breakage if any in your a/c. Above order for Part 2 - 6th,7th & 8th floor purpose. Fttg charges including in above price.
Completion Date	Work shall be completed in the month of February 2022. Penalty of 5% of order value per week shall be levied for delay.
Measurment	Payment will be made as per actual measurement of material received at site.
Security	Supplier shall be responsible for security and storage of material at site.
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 of purchase site office. Proof of delivery/DC can be sent by email.'

APPROVED BY 27 DEC 2021 SOHAM MODI MANAGING DIRECTOR

part Bill Received of Rs 1,03,840 on 24/02/22
1,42,780 on 31/03/22

Sangeetha 04/05/22

PART DELIVERY DETAILS

S.no	Bill no	Bill Dt	Amount
1.	014	15/2	103860
2.	~~016~~	~~11/3/22~~	~~1,45,200~~
3.	018	28/2/22	1,42,780
4.	024	28/5	1,42,780

For **Modi Properties Pvt.Ltd.**

Authorised Signatory 27/12/2021

Name : ______

Accepted the above Terms And Conditions

For *Krishna Steel Railing & Glass Railing*

Name : ______

Date : __/__/____

Bin 1492

;Requisition Form

Company Name:	Modi Properties Pvt Ltd	Date:	30-11-2021
Site & Phase :	May Flower Platinum	Time:	15.20
Supplier		Req.No.	178210
Material required before date:	07-12-2021	ID No.	71658

No	Description	Size	Quantity	Units	Inward No	Date
1	SS railing with 8mm or 10 mm toughned glass with top 1 1/2"Sq SS pipe, bottom 3 nos ready made posts	10'0" x 3'0"	12	no		
2	SS railing with 8mm or 10 mm toughned glass with top 1 1/2"Sq SS pipe, bottom 3 nos ready made posts	8'6" x 3'0"	6	no		
3	SS railing with 8mm or 10 mm toughned glass with top 1 1/2"Sq SS pipe, bottom 3 nos ready made posts	9'6" x 3'0"	6	no		
4	SS railing with 8mm or 10 mm toughned glass with top 1 1/2"Sq SS pipe, bottom 3 nos ready made posts	12'0" x 3'0"	3	no		
5						
7	82916					
8						
9						
10				,		

Remarks: Towards part -2 Glass railing of 6th, 7th and 8th floors use purpose

Prepared By	K. Narender Reddy	Approved by	S.V.Subba Reddy
Sign.& Date	30-11-2021	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
02 DEC 2021
SOHAM MODI
MANAGING DIRECTOR

T.D. Nuing
1/12/21

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

Company/ firm:	modi properties pvt ltd	Requisition nos.:	178210.
Project:	may flower platinm	PO no.:	83916.
Supplier:	Krishna steel railings glass	Material type:	SS balcony glass railing

Details of installation:

Sl. No.	Date of installation	Unit no.	Material details	Size	Qty
1.	1-6-22	B-603	SS balcony glass railing	10 Rft	10
2.	"	B-604	"	10 Rft	10
3.	"	B-704	"	10 Rft	10
4.	"	B-802	"	10 Rft	10
5.	"	B-803	"	10 Rft	10
6.	"	B-804	"	10 Rft	10
7.	"	C-605	"	10 Rft	10
8.	"	C-606	"	10 Rft	10
9.	"	C-802	"	10 Rft	10
10.	"	C-805	"	10 Rft	10
11.	"	C-806	"	10 Rft	10
12.					
13.					
14.					
15.					
				Total:	110 ft

Remarks:

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