PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	05/05/23	Prepared by	V. RAVI	Serial no.	17529
Supplier name	M/s ~~Bagi~~ Leela Steel Railing & fixture			HO inward no.	
Firm/Company	MHPL	Project	SOV-I & II	HO received date	
PO/WO date	16/07/22.	PO/WO No.	90127.	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	086	16/7/22	9086-00	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	9086-00
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:	9086-00
Amount E – PO / WO value:	9086-00
Amount F – Difference (A – E):	NIL
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	
Remarks:	final bill & close this P.O.

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:		[signature]	✓		
Date		05/5/23			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED BY
- 6 MAY 2023
SOHAM MODI
MANAGING DIRECTOR

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.

MODI PROPERTIES PVT. LTD. SECBAD
INWARD
No. 1532
Date 5/5/23
Sign.

Form for closure of purchase order

Data required from site/engineers:							
PO no.:	90127	PO date:	16/7/22	Req. no.:	185248.	Advice Scan ID	
MRN nos. related to PO	111781						

☐	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
Meenakshi	[signature]	1/3/23.	E. Purshotham	[signature]	1/3/23

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
P. Ramesh	[signature]	28/2/23			

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
02 MAR 2023
S.J.H.A.M. [illegible]
MANAGING DIRECTOR

Purchase Order

 21-02-2023 15:06:02 Original / Office Copy / Purchase Div.Copy

From Company : **Modi Housing Pvt.Ltd**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36AADCM5906D2Z0

Supplier Details			
Mr. Mohan Ram H.no. 1-5-42/1, Indra Nagar, Venkateshwara Temple, Secunderabad - 03.	**Doc No**	90127	185248
	Doc Date	16-07-2022	
	Quote No	NIL	
GSTIN 36CRBPB0826R1Z0	**Quote Date**	06-04-2022	
8125765219	**SupplyType**	Supply	

Kind Attn : Mr. Mohan Ram

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	964000 - STEL-Steel - Railing-Stainless steel- - 900Hmm - Rft *22 RFT*	22.00	350.00	0.00	18.00	9,086.00
					Total Order Value . . .	**9,086.00**

Rupees : Nine Thousand Eighty Six Only.

Terms and Conditions :-

Specification /	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	50% as advance & balance 50% after delivery of all materials & completion of the work.
Tax	All taxes included in above price.
Delivery Date	Within 2days.
Delivery Location	Silver Oak Villas I & II . Phone. .
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	Included in the above price.
Warranty	5years replacement guarantee on all hardware installed. Hardware material should be branded.
Advance Paid	Rs. 41,300/- to be pay vide cheque no. dt.06/06/2022. error.
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 Commercial complex ground floor to first floor purpose. Fttg charges including in above price.
Completion Date	Work shall be completed in 2days. 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 or purchase site office. Proof of delivery/DC can be sent by email.'

For ***Modi Housing Pvt.Ltd***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Mr. Mohan Ram***

Name : ____________________

Name : ____________________

Date : __/__/____

Contact

TAX INVOICE Cell : 8125765219, 7075802950

M/s. LEELA STEEL RAILING & FURNITURE

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

Main Office : 1-2-3-5/1, Indiranagar Colony, Venkateshwara Temple Road, Beside Kattalamandi, Uppal, Hyderabad.

Branch Office : Ramppally Chowrasta, Ghatkesar Road, Hyderabad.

Buyer : M/s.: MODI HOUSING PVT Ltd Secunderabad 500003	Invoice No. 086	Date : 16-7-2022
	Delivery Note :	Made of Payment :
	Buyers Order No. : 90127	Date : 6-04222
GST No. : 36AADCM5906D1Z0	Despatched Through:	Destination :

Sl. No.	Description of Goods	HSN Code	Qty	Rate	Amount Rs. Ps.
1	S.S. Railing.	7306	22 Rofs	350	~~9086~~/- 7700/-

INWARD
Inward No: 2745 Dt: 16/9/22
MRN No: 111781 Dt: 16/9/22
Received By: Sign
(Silver Oak Villas-Part-III)

GST No. : 36CRBPB0826R1ZO	Gross Value		7700/-
Rupees in words: Nine Thousand eighty sixonly.	Add CGST	9 %	693
	Add SGST	9 %	693
	Add IGST	%	
	GRAND TOTAL		9086

Terms & Conditions

1. Our risk and responsibilty ceases on delivery of goods and we are not respondible for damages, shortages or theft in transist.
2. 27% Intrest will be charged on bills remaining unpaid after due date
3. Payments within..............days.

For LEELA STEEL RAILING & FURNITURE

Proprietor

TAX INVOICE Cell : 8125765219, 7075802950

M/s. LEELA STEEL RAILING & FURNITURE

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 # Branch Office : Ramppally Chowrasta, Ghatkesar Road, Hyderabad.

Buyer : M/s.: MODI HOUSING PVT Ltd SECUNDERABAD 500003	Invoice No. 086	Date : 16-7-2022
	Delivery Note :	Made of Payment :
	Buyers Order No. : 90127	Date : 6-04-222
GST No. : 36AADCM5906D0Z0	Despatched Through:	Destination :

Sl. No.	Description of Goods	HSN Code	Qty	Rate	Amount Rs. Ps.
1	S.S. Railing	7306	22	350	~~9086~~ /- 7700/-

For LEELA STEEL RAILING
मोहनराम
Proprietor

GST No. : 36CRBPB0826R1ZO	Gross Value	7700/-
Rupees in words: Nine Thousand eighty sixanty	Add CGST 9 %	693
	Add SGST 9 %	693
	Add IGST %	
Terms & Conditions	GRAND TOTAL	9086

1. Our risk and responsibilty ceases on delivery of goods and we are not respondible for damages, shortages or theft in transist.
2. 27% Intrest will be charged on bills remaining unpaid after due date
3. Payments within.................................days.

For LEELA STEEL RAILING & FURNITURE

"TRUE COPY"

मोहनराम
Proprietor