

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 28/06/23		Prepared by: V. RAVI		Serial no. 18651	
Supplier name: Krishna Steel Railing & Glass		HO inward no.			
Firm/Company: MPPCL		Project: MPL		HO received date	
PO/WO date: 21.01.23		PO/WO No. 96371		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	040	24/02/23	6772-00	☒ Yes ☐ No
2.			/	☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			6772-00
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:			6772-00
Amount E – PO / WO value:			6773.20
Amount F – Difference (A – E):			1.20
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		30/06/23.	
Remarks: find bill.			

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:		<i>[Signature]</i>			
Date		28/06/23			
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

PO no.: 96371	PO date: 21-01-23	Req. no.: 178932	Advice Scan ID	
Barcoded PO available ☒ Y/ ☐ N	Invoice original available ☒ Y/ ☐ N / ☐ Copy available	POD available ☒ Y/ ☐ N		
Data required from site/engineers:				
MRN nos. related to PO	Inward No: 24298			
☐ 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: Full Material received.				
Notes: 1. Provide details of material received by way of separate attachment. 2. Provide scanned copy of DCs/proof of delivery + PO. 3. Provide copies of invoices if available. 4. This entire set to be scanned and sent to Ravi.				
Prepared by: Divya	Sign: [Signature]	Date: 23.06.23.		
Data required from accounts:				
☐	Checked with E&D for receipt of bills.			
☒ Bills not received against this PO.	☐ Part bill received against this PO.	☐ All bills received against this PO.		
☐ Advance paid against this PO	Amount paid:	Date of payment:		
Details of part bill received:				
Sl. No.	Bill no.	Bill date	Bill amount	Cr. given to supplier
1.				
2.				
3.				
4.				
5.				
6.				
7.				
Remarks by Accountants:				
Prepared by: R. Arthika	Sign: [Signature]	Date: 23-06-23		
Notes: 1. POs/WOs issued for turnkey works - may have been processed by E&D. Check before filling the above.				
Prepared by:	Sign:	Date:		
Remarks by Ravi + details of bills to be approved:				
Sl. No.	Bill no.	Bill date	Bill amount	MRN no.
1.	040	24.02.23	6772.00	
2.				
3.				
4.				
Remarks: Need MD's Approval for enclosed Invoice.				
Prepared by: Ravi	Sign: [Signature]	Date: 23-06-23.		
Advice by MD - action to be taken.				
☐ Get certified bill from supplier (not original).	☐ Prepare bill in SSLP for material supplied.			
☒	Thereafter, prepare advice for credit to supplier and send to Soham for processing.			
☐ Close PO	☐	Keep PO open. Material awaited		
☐	Accounts to be reconciled with supplier. Get supplier's ledger.			
Remarks:				
Approved by: Soham	Sign:	Date: 27 JUN '23		

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

Company/ firm:	Modi Properties Pvt Ltd	Requisition nos.:	178932
Project:	May Flower Platinum	PO no.:	96371
Supplier:	Krishna Steel railing	Material type:	

Details of installation:

Glass Railing

Sl. No.	Date of installation	Unit no.	Material details	Size	Qty
1.	23/06/23	Towards	SS Railing	16.40	16.40 Rft
2.		Baby Pool	(Swimming Pool		
3.		Railing	Railing work)		
4.		use			
5.		work			
6.		Purpose			
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
Total:					16.40 Rft
Remarks: work completed					

Approved by	Project manager	Security	Admin (Audit)
	for N. Dil		for Dil

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.

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

MR. RAVI
(audit)

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. mg road
Secunderabad - 500003

Invoice No. **040**

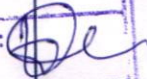
Date: 24-02-23

Delivery Note : Mode of Payment

Buyers Order No. 96371 Date: 21-01-23

GSTIN : 36AABCM4761E12M

Dispatched Through

SI.No.	DESCRIPTION OF GOODS	HSN/ SAC	QTY	RATE	AMOUNT
1.	Railing stainless steel		16.40	350	5,740 = 00
INWARD Inward No: 24299 Dt: 24-2-23 MRN No: Dt: Received By: Sign:  MODI PROPERTIES PVT. LTD. SY.No. 82/1.					

GSTIN : 36GZLPK9302R1ZG

GROSS VALUE

5,740 = 00

Bank Details :

Add CGST 9%

516.60

Add SGST 9%

516.60

Rupees in Words : Six thousand seven
hundred and seventy two rupees only

Add IGST %

-

GRAND TOTAL

6,772 = 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

Purchase Order

Page(s) 1 Of 1

22-06-2023 11:28:13

Original / Office Copy / Purchase Div.Copy

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	96371	178932
Doc Date	21-01-2023	
Quote No	Nil	
Quote Date	19-01-2023	
SupplyType	Supply	

Kind Attn : Mr. Ashok

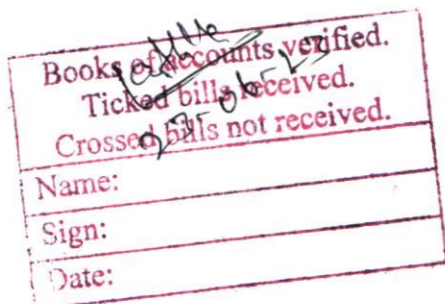
Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 964000 - STEL-Steel - Railing-Stainless steel- - 900Hmm - Rft	16.40	350.00	0.00	18.00	6,773.20
Total Order Value . . .					6,773.20

Rupees : Six Thousand Seven Hundred Seventy Three and Paise Twenty 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	May Flower Platinum Sy 82/1, Mallapur, Nacharam. Phone. 7680971999
Penalty For Delay	Bill must be submitted to H.O. within 30days of completion of work. 10% pty 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.3,386/- RTGS NEFT
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 Baby pool Railing use work purpose.
Completion Date	Work shall be completed in 2days. Penalty of 5% of order value per week shall be levied for delay.
Measurement	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 Properties Pvt.Ltd.**
Authorised Signatory

Accepted the above Terms And Conditions

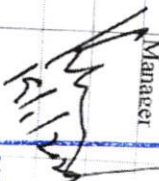
For **Krishna Steel Railing & Glass Railing**

Name : _____

Date : ____/____/____

Requisition Form

Company Name:		MPPL		Date:	19.01.23		
Site & Phase :		Mayflower Platinum		Time:			
Unit No./Block No.				Req. No.	178932		
Supplier:		Ashok		ID No.			
Material required before date:							
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date	
1	STEL4802-Steel-Railing-Stainless steel--900Hmm-Rmts	5	0	5			
2							
3							
4							
5							
6							
7							
8							
9							
10							
Remarks:		Towards Baby pool Railing use purpose					
Engineer							
Prepared By:		N Subhash					
Approved By		K Narender reddy					
Sign & Date:							

Project Manager

APPROVED
 Purchase
 22 JUN 2023
 MINISH PARIKH
 MANAGER PROCUREMENT

MD