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	MPPL	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: Final bill.	

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

MODI PROPERTIES PVT. LTD.
INWARD
No. 7012
Date 28/6/23
Sign.

Form for closure of purchase order

PO no.:	96371	PO date:	21.01.23	Req. no.:	178932	Advice Scan ID	
Barçoded 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 Materl 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: for	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. Karthika	Sign:	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:	Date: 23.06.23.

Advice by MD - action to be taken.			
□ Get certified bill from supplier (not original).		□ Prepare bill in SSLLP 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	

APPROVED BY
27 JUN 2023
SOHAM MODI
MANAGING DIRECTOR

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 railings	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	16.40Rft
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

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

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 5-4-187/3&4. 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 :- 36AABCM4761E1ZM	**Dispatched Through**

Sl.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 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

Purchase Order

 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	**Doc No**	96371	178932
#1-5-32/1, Indra Nagar Colony, Venkateshwara Temple Road, Opp. Vijaya Diagnostic, Uppal, Hyderabad.	**Doc Date**	21-01-2023	
	Quote No	Nil	
GSTIN 36GZLPK9302R1ZG	**Quote Date**	19-01-2023	
7416664533	**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
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.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.
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.'

Books of accounts verified.
Ticked bills received.
Crossed bills not received.
Name:
Sign:
Date:

...r *Modi Properties Pvt.Ltd.*

...rised Signatory

22/06/23

Accepted the above Terms And Conditions

For *Krishna Steel Railing & Glass Railing*

Name : ____________

Date : __/__/____

Requisition Form						
Company Name:	MPPL					
Site & Phase :	Mayflower Platinum	Date:	19.01.23			
Unit No./Block No.		Time:				
Supplier:	Ashok					
Material required before date:		Req. No.	178932			
S No	Item	ID No.				
1	STEL4802-Steel-Railing-Stainless steel--900Hmm-Rmts	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
2		5	0	5		
3						
4						
5						
6						
7						
8						
9						
10						
Remarks:	Towards Baby pool Railing use purpose					
	Engineer					
Prepared By:	N Subhash	Project Manager	Purchase			MD
Approved By:	K Narender reddy		APPROVED 22 JUN 2023 MINISH PARIKH MANAGER PROCUREMENT			
Sign & Date:						