PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	17/02/23	Prepared by	V. RAVI	Serial no.	14670
Supplier name	Adilabad Timber Mart			HO inward no.	
Firm/Company	MRGV	Project	BRGV	HO received date	
PO/WO date	09/05/22	PO/WO No.	88087	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	24	12/5/22	193,915/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	193,915/-
Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	107197	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:	193,915/-
Amount E – PO / WO value:	196,063/-
Amount F – Difference (A – E):	2148/-
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	18/02/23 (50% Advance Paid) Rs. 98,000/-
Remarks:	Final bill and original invoice missing so through certified true copy we are processing the bill.

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	V. RAVI				
Sign:	[signature]				
Date	17/2/23				
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.

APPROVED BY
17 FEB 2023
SOHAM MODI
MANAGING DIRECTOR

Form for closure of purchase order

Data required from site/engineers:							
PO no.:	88087	PO date:	07/05/2022	Req. no.:	95125	Advice Scan ID	
MRN nos. related to PO	107177						

☐	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
			Mallikarjun	[signature]	18/11/2022

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. 50%	Amount paid	98,000/=

1,400 =

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
	[signature]	02/12/22			

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

Info missing! 6/2/23.

APPROVED BY
17 FEB 2023
SOHAM MODI
MANAGING DIRECTOR

Advance paid Rs. 98,000/-

[signature]
9/02/22

Form for closure of purchase order dt 21-3-22 ver4

Purchase Order

 14-11-2022 12:24:35 Original / Office Copy / Purchase Div.Copy

From Company : **Modi Realty Genome Valley LLP**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36ABFFM3063P1ZU

Supplier Details			
Adilabad Timber Mart D no-4-81/B,Veera Reddy Colony,Nacharam,Hyderabad-500076	**Doc No**	88087	95125
	Doc Date	09-05-2022	
GSTIN 36AADFA0098D1ZU	**Quote No**	Nil	
9505109395 9505109395	**Quote Date**	06-05-2022	
	SupplyType	Supply	

Kind Attn : Kiran Kumar

Purchase Order for the Supply of following Items.

	Item Name	**Qty**	**Rate**	**Dis%**	**GST**	**Amount**
1	2384 - Carpentry - other - WPC -2+2 - 7 ft x 3 ft 6 in - Nos *7'x4' Standerd size*	6.00	4,400.00	0.00	18.00	31,152.00
2	2385 - Carpentry - other - WPC - 2+1 - 7 ft 3 inx 3 ft 3in - Nos *7'6"'x3'6" Standerd size*	14.00	3,052.50	0.00	18.00	50,427.30
3	2390 - Carpentry - other - WPS - 2+2 - 7 ft x 2 ft 6in - Nos *7'6"x3'*	28.00	3,465.00	0.00	18.00	114,483.60
				Total Order Value . . .		**196,062.90**

Rupees : One Lakh(s) Ninty Six Thousand Sixty Two and Paise Ninty Only.

Terms and Conditions :-

Specification / Brand	All items shall be of WPC door frames, main door frames section size 5"x21/2, Internal door section size 4"x21/2",Rs236 per rft main door and Rs 195 per rft internal door frame, NO making charges , making is our responsibility.
Payment Terms	50% advance balance after delivery
Tax	All taxes included in above price.
Delivery Date	Within 3 days
Delivery Location	Bloomdale Residency at Genome Valley Murharipalli,servey no-31& 32 Phone. Madhu Site Engineer - 9502211499
Penality For Delay	NIL
Transportation Cost	Extra as per actuals
Warranty	Nil
Advance Paid	Rs.98,000. by cheque....
Other Terms	We reserve the rights to reject the items if not as per the specifications. If any bent or damage is suppliers responisibility. Above order for 1 st floor doors fixing.purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	Logs will be supplied by supplier standerd log sizes will be calculated as 7' 3" as 8' and 3' 6" as 4', 2'5" as 3' fitting will be ous responsibility, Density will be 1000 kg /cum.

Bill Not Received against this P.O. 88087

For ***Modi Realty Genome Valley LLP***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Adilabad Timber Mart***

Name : ______________________

Name : ______________________

Date : __/__/___

DELIVERY CHALLAN

ADILABAD TIMBER MART

Ph (O) : 27173465

TIMBER MERCHANTS

Dealers in : Teak Wood, Sal Wood, Moulding Beedings, Packing Woods, Readymade Doors & Windows With Shetters, Etc.,

H.No. 4-81/B, Nacharam, R.R. Dist, Hyderabad - 500 076.

D.C.No. 012

GST IN : 36AADFA0098D1ZU

Date : 12/05/2022

M/s. Modi Realty Genome Valley LLP Secunderabad [Site - Mucharipally] - 500078

Order No. 88087

Date

With reference to your order No. 88087 Given above we are hereby sending the following material by Vehicle No. TS08UA6322 kindly receive the goods in bond condition and acknowledge on duplicate along with your official stamp.

Sl.No	DESCRIPTION	SIZES	QUANTITY
1.	WPVC Door Frames (5"x2.5") [7' = 12 no; 4' = 12 no]	7' x 3' 6" (2+2)	6 no.
2.	WPVC Door Frames (4"x2.5") [7'3" = 28 no; 3'6" = 14 no]	7'3" x 3' (2+1)	14 no.
3.	WPVC Door Frames (4"x2.5") [7' = 56 no; 3' = 56 no]	7' x 2'6" (2+2)	28 no.
			48 no.

PO NO - 88087 ; Invoice no - 24.

E. Way Bill - 151472928902

INWARD

Inward No: 1831 Dt: 12/5/22

MRN No: 107197 Dt: 14/5/22

Received By: Sign

MODI REALTY GENOME VALLEY LLP

For ADILABAD TIMBER MART

Receiver's Signature

GST IN : 36AADFA0098D1ZU | Subject to Hyderabad, R.R. Dist. Jurisdiction | Ph (O) : 27173465

TAX INVOICE

ADILABAD TIMBER MART

అదిలాబాద్ టింబర్ మార్ట్

TIMBER MERCHANTS

Dealers in : Teak Wood, Sal Wood, Moulding Beedings,
Packing Woods, Readymade Doors & Windows With Shetters, Etc.,
H.No. 4-81/B, Nacharam, R.R. Dist, Hyderabad - 500 076.

To. M/s. [illegible] Valley LLP
[illegible]
[illegible]

Party GSTIN. [illegible] State Code. [illegible]

Invoice No. 21
Date : 13/05/2022
Vehicle No. [illegible]
State Code : 36

Qty.	PARTICULARS	HSN Code	CMT Cft	Rate	Amount
	[illegible] Door Frames				
6 no.	7' x 3' 6" (2x2)(4x2.5) [7 : 12 no. / 6 : 12 no.]	3975	132	200	26,400.00
14 no.	7' 3" x 3' (2x2)(4x2.5) [7' 3" : 28 no. / 36" : 14 no.]	3925	259	165	42,735.00
28 no.	7 x 2' 6" (2x2)(4x2.5) [7 : 56 no. / 3 : 56 no.]	3925	560	165	92,400.00
48 no.	Transportation Charges				2800.00
	PO No - 88087				
	DC No - 012				
	E-Way Bill - 151472928902				

For Adilabad Timber Mart
Partner

TOTAL	164335.00
CGST 9 %	[illegible]
SGST 9 %	[illegible]
IGST %	-
Grand Total	193915.00

Total Invoice Amount in Words: One Lakh Ninety Three Thousand Nine Hundred & Fifteen Rupees

Terms & Conditions :
1. Subject to Hyderabad Jurisdiction
2. Goods once sold will not be taken back
3. Our responsibility ceases as soon as the goods leave our premises
4. Interest @ 24% p.a. will be charged, if payment not made in 15 days.

TRUE COPY

For ADILABAD TIMBER MART

Authorised Signatory