

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		06.03.23		Prepared by	V. RAVI	Serial no.	14690
Supplier name		Cosmo Durbles Pvt Ltd.				HO inward no.	
Firm/Company		MNRK LLP		Project	G.H. 9	HO received date	
PO/WO date		95266		PO/WO No.	21/12/22	Scan ID.	
Sl no.	Bill no.		Bill date		Bill amount	Original attached	
1.	SIGHT - 1072		09.02.23		27,102.00	☒ Yes ☐ No	
2.						☐ Yes ☐ No	
3.						☐ Yes ☐ No	
4.						☐ Yes ☐ No	
Amount A - Bills total (Excluding Transport & Hamali Charges):						27,102.00	
Proof of delivery by way of ☒ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report							
MRN nos.:	117239				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:						27,102.00	
Amount E - PO / WO value:						27,101.42	
Amount F - Difference (A - E):						0.53 NP	
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				07/03/23			
Remarks: find bill & close this P.O.							
Approved by		Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager	
Name:			V. RAVI				
Sign:							
Date			06.03.23				
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

Data required from site/engineers:					
PO no.:	95266	PO date:	21/12/22	Req. no.:	142474
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:					
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
D. Devi	D. Devi	22/02/23	A. Suresh		22/02/23.
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: Bill not Received.					
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
S. K. Pillai	S. K. Pillai	28-02-2023			
Advice by MD - action to be taken by purchase:					
☒	Get certified bill from supplier (not original).				
☐	Prepare bill in SSLP 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	



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Remarks by Accountants: Bill not received.					
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
<i>S. N. Vaidya</i>	<i>S. N. Vaidya</i>	24-02-23			
Advice by MD - action to be taken by purchase:					
☐	Get certified bill from supplier (not original).				
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☐	Thereafter, prepare advice to credit to supplier and send to HO for processing.				
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Remarks:					
Prepared by		Sign		Date	

Purchase Order

Page(s) 1 Of 1

22-02-2023 12:13:18

Original / Office Copy / Purchase Div Copy

From Company : **Mehta & Modi Realty Kowkur LLP**
5-4-187/3&4, II nd floor, MG Road, Soham Mansion, Secunderabad-500003
G S T No. : 36ABLFM7631F1Z3

Supplier Details

Cosmo Durables Pvt. Ltd.,
H.O. 4-1-369, Abids, Hyderabad - 500 001.

GSTIN 0

2381-8586..

2381-3399/2381-6688.

9949118124-Anjaneyulu.

Doc No	95266	142474
Doc Date	21-12-2022	
Quote No	Nil	
Quote Date	17-12-2022	
SupplyType	Supply	

Kind Attn : Mr. Venkateshwar Rao

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	IGST	Amount
1 582200 - SACP-Sanitary-CP - SS Sink with Drain Board--Nirali - 915X460mm - Nos	5.00	4,593.47	0.00	18.00	27,101.47
Total Order Value . . .					27,101.47

Rupees : Twenty Seven Thousand One Hundred One and Paise Fourty Seven Only.

Terms and Conditions :-

Specification / All items shall be of "Nirali" brand, glossy finish.

Payment Terms After Delivery & Production of bill

Tax Inclusive of all taxes

Delivery Date Within 10 days

Delivery Location Greenwood Heights
Sy no: 196, Kowkur.
Phone: 040-66335551

Penalty For Delay Nil

Transportation Transport cost shall be borne by us

Warranty Min. 20 years on glossy finish.

Advance Paid Nil

Other Terms We reserve the right to reject items not conforming to quality and specifications. Above order for B- block 312,407,507,508,510 flats work purpose.

Completion Date Nil

Measurment Nil

Security Nil

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.

Inward
13782 / 10/02/23

Received.

For **Mehta & Modi Realty Kowkur LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Cosmo Durables Pvt. Ltd.,**

Name : _____

Name : _____

Date : ____/____/____

Purchase Order

Page(s) 1 Of 1

21-12-2022 3:03:48 PM



95266

13.12.22 4:23:05

From Company : **Mehta & Modi Realty Kowkur LLP**
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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 **Mehta & Modi Realty Kowkur LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Cosmo Durables Pvt. Ltd.,**

Name : _____

Name : _____

Date : __/__/__

Requisition Form									
Company Name:		Mehta & Modi Realty Kowkur LLP		Date:		2022-12-17			
Site & Phase :		GHT		Time:		11.00am			
Unit No./Block No.		B Block							
Supplier:		SSLIP		Req. No.		142474			
Material required before date:				2022-12-19		ID No.		82579	
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date			
1	PLUM1111-Plumbing-Loft Tank---200ltrs-Nos	5		5					
2	SACP5822-Sanitary-CP-SS Sink with Drain Board--Nirali-915X460MM-Nos	5		5					
3	SACP1021-Sanitary-CP-Flush Plates--Geberit--Nos	10		10					
4	SACP2576-Sanitary-CP-PVC Waste Pipe---Nos	15		15					
5	PLCP7920-Plumbing-CP Extension Nipple---12X25MM-Nos	20		20					
6	PLUM1412-Plumbing-PVC-SWR-Connection--450MM-Nos	15		15					
7									
8									
9									
10									
Remarks:		For Flat nos are B Block 312,407&507&508 &510							
		Owner share Flats							
		Engineer		Project Manager					
Prepared By:		Devi							
Approved By:		A Suresh							
Sign & Date:		2022-12-17							


 Project Manager
 19 DEC 2022
 MD

COSMO DURABLES PVT LTD

H.No: 6-7/1, Survey.No:380 Srinagar, Manchirevula, Gandipet, Hyderabad-500075

Head.Office:Plot #88, Reliance Kuteer, Road #7, Banjara Hills, Hyderabad-500034.

GSTIN : 36AABCC5116H1ZZ

TAN-HYDCC00938A

TAX INVOICE

Ph:040-23813399

Fax:040-23818586

Email:cosmodurables@yahoo.in

CIN:U32106TG1997PTCO27648

Invoice No : SIGT-1072

Date : 09-02-2023

State : TS Code : 36

Salesmen : PRASANTH.B

Bill Ref : RAGHAVENDER GOU

Transporter :

BANK NAME: THE FEDERAL BANK LTD

BRANCH: LAKDIKAPOL

A/C NO.:13325500012683

IFSC CODE: FDRL0001332

RECEIVER ADDRESS :

MEHTA & MODI REALTY KOWKUR LLP
5 4 187 3 AND 4, 2ND FLOOR, SOHAM MANSION
M G ROAD,

SECUNDERABAD,

040-66335551

040-66335551

500003

GSTIN : 36ABLFM7631F1Z3 State Name/ Code T.S

36

SHIPMENT ADDRESS :

PO NO: 95266/ 142474, DT:21-12-2022, GREEN WOOD
HEIGHTS, SY NO: 196, KOWKUR., PHONE. 040-66335551

S.No	Code	DESCRIPTION	HSN/SAC	QTY	RATE	Gross	Taxable Value	CGST %	SGST %	IGST %
1	ELS-G-36X18	ELEGANCE SMALL (36X18)GLOSSY	73241000	5	8090.00	40450.00	22967.37	9	9	

Total

5

40450.00

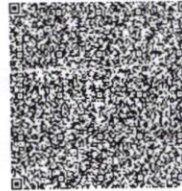
22967.37

Rupees : TWENTY SEVEN THOUSAND ONE HUNDRED AND TWO ONLY

Trade Disc : Proj Trd Disc : 13,348.50 Spl Disc :

Cash Disc :

IRN No. e3527d11254572e678db458e157a9ca2521f0992071a6705604ddd1d24056380



Basic Value 22,967.37
Add : CGST 2,067.06
Add : SGST 2,067.06

Add : IGST

Tax Amt GST : 4,134.12

P & F Charges

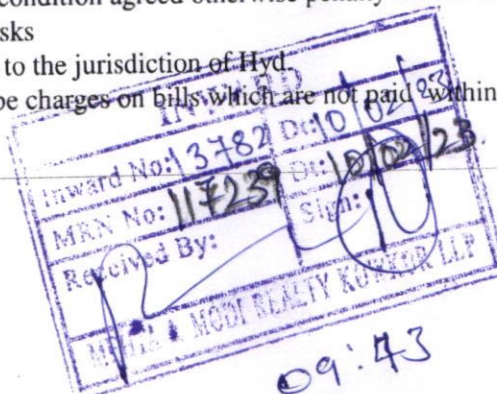
TCS

NET 27,102.00

TERMS & CONDITIONS :

- 1.Goods once sold will not be taken back or exchanged.
- 2.Payment strictly as per terms & condition agreed otherwise penalty will be charged.
- 3.No Responsibility for Transit Risks
- 4.Disputes, If any shall be subject to the jurisdiction of Hyd.
- 5.Interest @24% per annum will be charges on bills which are not paid within 30 days

15:45:19



Authorised Signatory