

ADMIN-AUDIT / PURCHASE DIVISION
Advice for Credit to Supplier - Manual

Date:	09/12/2023	Prepared by	N. NARENDER	Serial no.	
Supplier name	G. P. Buildcon materials			HO inward no.	
Firm/Company	M&M Kowkur LLP	Project	GHT	HO received date	
PO/WO date	09/02/2022	PO/WO No.	85337	Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	655/21-22	16-02-2022	1652 - W	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
2.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
3.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
4.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Amount A - Bills total (Excluding Transport & Hamali Charges):				1652 - W	
Proof of delivery by way of: <input type="checkbox"/> DCs/bill <input type="checkbox"/> Steel report <input type="checkbox"/> RMC pour report <input type="checkbox"/> Solid block report <input type="checkbox"/> Installation report					
MRN nos.:	103872	Proof of delivery matches MRN		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Amount B - Other Credits : Transportation charges					
Amount C - Other Debits :					
Amount D (D=A+B-C) - Amount to be credited to the supplier:				1652 - W	
Amount E - PO / WO value:				1652 - W	
Amount F - Difference (A - E):				-	
Quantity received as per PO /WO		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Excess received <input type="checkbox"/> Short received <input type="checkbox"/> Part received			
Close PO / WO		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No - wait for balance material <input type="checkbox"/> Other			
Payment - due date		Next week.			
Remarks: Full material received as per this po. This amount to be credited to supplier. Find Bill					
Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:		N. NARENDER			
Sign:					
Date		09/12/2023			
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 weightment 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
12 DEC 2023
SOHAM MOHA
MANAGING DIRECTOR

Admin-Audit Division
Form for closure of purchase order - Manual

PO no.:	85337	PO date:	09/02/22	Req. no.:	141146	Advice Scan ID	
Barcoded PO available	<input type="checkbox"/> Y/ <input checked="" type="checkbox"/> N	Invoice available	original	<input type="checkbox"/> Y/ <input checked="" type="checkbox"/> N	<input type="checkbox"/> Copy available	POD available	<input checked="" type="checkbox"/> Y/ <input type="checkbox"/> N
Data required from site/engineers:							
MRN nos. related to PO	703872 dc-635 / 17-02-22.						
<input type="checkbox"/> Part material received.	<input checked="" type="checkbox"/> Full material received.			<input type="checkbox"/> Material not received.			
<input type="checkbox"/> Close PO - Balance material will be re-ordered by new requisition.							
<input type="checkbox"/> Cancel PO. Material not required.		<input type="checkbox"/> Cancel PO. Material will be re-ordered by new requisition					
<input type="checkbox"/> Keep PO open. Material required		<input type="checkbox"/> Keep PO open. Work under progress.					
Remarks by engineer:	Full material received close the PO.						
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:	D. Devi	Sign:	<i>D. Devi</i>	Date:	09/11/23		
Data required from accounts:							
<input type="checkbox"/>	Checked with E&D for receipt of bills.						
<input checked="" type="checkbox"/> Bills not received against this PO.	<input type="checkbox"/> Part bill received against this PO.		<input type="checkbox"/> All bills received against this PO.			Date of payment:	
<input type="checkbox"/> Advance paid against this PO	Amount paid:						
Details of part bill received:							
Sl. No.	Bill no.	Bill date	Bill amount	Cr. given to supplier			
1.							
2.							
3.							
4.							
Remarks by Accountants: Bill not received							
Prepared by:	S. Srinivasulu	Sign:	<i>S. Srinivasulu</i>	Date:	09-11-2023		
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.	GP/21-22/635	16/02/2022	1652-00	103872			
2.							
3.							
4.							
5.							
Remarks:	Need MD sir approval for certified true copy to be get from supplier.						
Prepared by:	Ravi	Sign:	<i>Ravi</i>	Date:	09/11/2023		
Advice by MD - action to be taken.							
<input checked="" type="checkbox"/>	Get certified bill from supplier (not original).			<input type="checkbox"/> Prepare bill in SLLP for material supplied.			
<input checked="" type="checkbox"/>	Thereafter, prepare advice for credit to supplier and send to Soham for processing.						
<input checked="" type="checkbox"/>	Close PO			<input type="checkbox"/> Keep PO open. Material awaited			
<input type="checkbox"/>	Accounts to be reconciled with supplier. Get supplier's ledger.						
Remarks:							
Approved by:	Soham	Sign:		Date:			

APPROVED BY
20 NOV 2023
SOHAM MODI
MANAGING DIRECTOR

Material Receipts Form

PO Doc No: 65337

New DC Edit Save Close

MRN Doc ID: 103872

MRN Date: 18-02-2022

Company Name: Mehta & Modi Realty Kowkur LLP
 Project Name: Greenwood Heights
 Supply Type: Supply
 Quote No: NIL
 Quote Date: 09-02-2022
 Supplier Name: G.P. Buildcon materials
 Contact Person: Mr Pavan
 Address: flat no.C1, Saisrinivasa towers, Sri puri Colony, Kakadu
 Phone:
 PDF Name: PO65337DC695MR103872

DC No: 635

DC Date: 16-02-2022

Remarks:

In Time: 14:42

Vehicle No: by auto

Delivered By: somanna

Received By: security

Inward No: 12125

Inward Date: 17.02.2022

SNo	Category	Item Name	Ord Qty	DC Qty	Status	Balance	Recd Qty	Rate
	Tools	9520 - Tools - Drill Bit - 16x150mm - nos	4	4	Not Closed	0	4	0



Purchase Order

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

Supplier Details			
G.P.Buildcon materials flat.no.G1, Saisrinivasa towers, Sri puri Colony, Kakaduda, secunderbad 9866116375	Doc No	85337	141146
	Doc Date	09-02-2022	
	Quote No	NIL	
	Quote Date	09-02-2022	
	SupplyType	Supply	

Kind Attn : Mr.Pavan

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	VAT%	Amount
1 9520 - Tools - Drill Bit - 16x150mm - nos Hammering Drill 16mm x 6"	4.00	350.00	0.00	18.00	1,652.00
Total Order Value . . .					1,652.00

Rupees : One Thousand Six Hundred Fifty Two Only.

Terms and Conditions :-

Specification / Brand	Item shall be of 'BOSCH MAKE:
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Next Day:
Delivery Location	Greenwood Heights Sy no: 196, Kowkur. Phone. 040-66335551
Penalty For Delay	Nil
Transportation Cost	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for B-111 to 112 Rain water outer line work Purpose.
Completion Date	Nil.
Measurment	Nil
Security	Nil
Remarks	

For **Mehta & Modi Realty Kowkur LLP**
Authorised Signatory


Accepted the above Terms And Conditions
For **G.P.Buildcon materials**

Name : _____

Name : _____

Date : __/__/__

Tax Invoice

	G.P. BUILDCON MATERIALS G-1, Sai Srinivasa Towers, 29 - Sripuri Colony Kakaguda, Secunderabad - 15 Ph No: 9866116375 (Pavan) GSTIN/UIN: 36AIZPG8119P1Z9 State Name: Telangana, Code: 36 Contact: 9866116375, 9490056802 E-Mail: g.pbuildcon999@gmail.com	Invoice No. GP/21-22/635	Dated 16-Feb-2022
	Buyer MEHTA & MODI REALTY KOWKUR LLP SECUNDERABAD, TELANGANA. GSTIN/UIN : 36ABLFM7631F1Z3 State Name : Telangana, Code : 36	Delivery Note Mode/Terms of Payment	Supplier's Ref.
		Buyer's Order No. 85337	Dated 9-Feb-2022
		Despatch Document No.	Delivery Note Date
		Despatched through Selva-by Hand	Destination Kowkur
		Bill of Lading/LR-RR No.	Motor Vehicle No. TS 10UA9758
		Terms of Delivery	

SI No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Disc. %	Amount
1	DRILL BIT-16MM	8207	4 NOS	350.00	NOS		1,400.00
	CGST @ 9 %				9 %		126.00
	SGST @ 9 %				9 %		126.00
	Total		4 NOS				₹ 1,652.00

Amount Chargeable (in words) E. & O.E

INR One Thousand Six Hundred Fifty Two Only

HSN/SAC	Taxable Value	Central Tax		State Tax		Total Tax Amount
		Rate	Amount	Rate	Amount	
8207	1,400.00	9%	126.00	9%	126.00	252.00
Total	1,400.00		126.00		126.00	252.00

Tax Amount (in words) : **INR Two Hundred Fifty Two Only**

Company's PAN : **AIZPG8119P**

Declaration

We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

Company's Bank Details

Bank Name : **ICICI BANK LTD (630806500095)**

A/c No. : **630806500095**

Branch & IFS Code: **Vikrampuri & ICIC0006308**

Customer's Seal and Signature

for G.P. BUILDCON MATERIALS


 Secunderabad
 Authorised Signatory

SUBJECT TO SECUNDERABAD JURISDICTION