

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

PO no.: 83313	PO date: 06-12-21	Req. no.: 140928	Advice Scan ID	
Barcoded PO available ☒ Y/ ☐ N	Invoice available ☒ original ☐ Copy available	POD available ☒ Y/ ☐ N		
Data required from site/engineers:				
MRN nos. related to PO	100508, 103733.			
☐ 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 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: D. Devi	Date: 17/02/24		
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.				
Remarks by Accountants: Bill not received				
Prepared by:	Sign:	Date:		
Notes: 1. POs/WOs issued for turnkey works - may have been processed by E&D. Check before filling the above.				
Prepared by: S. Nymallu	Sign: S. Nymallu	Date: 17-02-2024		
Remarks by Ravi + details of bills to be approved:				
Sl. No.	Bill no.	Bill date	Bill amount	MRN no.
1.	138	22/12/2021	18,984 - w	100508.
2.				
3.				
4.				
5.				
Remarks: Manual ACS processed in earlier by purchase team uploaded in DMS also				
Prepared by: Ravi	Sign: Ravi	Date: 12/02/24		
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:		



PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	14/2/22	Prepared by	Monika	Serial no.	2821
Supplier name	Adilabul Timber mart			HO inward no.	
Firm/Company	MMIRK LLP	Project	GHT	HO received date	
PO/WO date	6/12/21	PO/WO No.	83313	Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	138	22/12/21	119,076.16	☒ Yes ☐ No	
2.				☐ Yes ☐ No	
3.			/	☐ Yes ☐ No	
4.				☐ Yes ☐ No	
Amount A - Bills total (Excluding Transport & Hamali Charges):				119,076.16	
Proof of delivery by way of ☒ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report					
MRN nos.:	100508	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:				189841-	
Amount E - PO / WO value:				119,0761-	
Amount F - Difference (A - E):				100,092.161-	
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		22/2/22			
Remarks: Final Bill					
Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:	Monika	Asst. Manager			
Sign:	Monika	Asst. Manager			
Date	14/2/22	16 FEB 2022			
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.

Purchase Order



83313

02.12.21 2:45:21

Page(s) 1 Of 1

08-Dec-21 3:13:07 PM

From Company : **Mehta & Modi Realty Kowkur LLP**
5-4-187/38&4, II nd floor, MG Road, Soham Mansion, Secunderabad-500003
G S T No. : 36ABLFM7631F1Z3

Supplier Details

Adilabad Timber Mart
D no-4-81/B, Veera Reddy Colony, Nacharam, Hyderabad-500076

Doc No	83313	140928
Doc Date	06-12-2021	
Quote No	Nil	
Quote Date	06-12-2021	
SupplyType	Supply	

GSTIN 36AADFA0098D1ZU

9505109395

9505109395

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	4.00	4,240.00	0.00	18.00	20,012.80
2 2387 - Carpentry - other - WPC 2+1 - 7 ft 3 in x 3 ft - Nos	12.00	2,904.00	0.00	18.00	41,120.64
3 2389 - Carpentry - other - WPC - 2+1 - 7 ft 3 in x 2 ft 6 in - Nos	8.00	3,300.00	0.00	18.00	31,152.00
4 2390 - Carpentry - other - WPS - 2+2 - 7 ft x 2 ft 6 in - Nos	8.00	2,838.00	0.00	18.00	26,790.72
Total Order Value . . .					119,076.16

Rupees : One Lakh(s) Ninteen Thousand Seventy Six and Paise Sixteen Only.

Terms and Conditions :-

Specification / Brand All items shall be of WPC door frames, Main door frames Section size 5"x2 1/2", Internal door section size 4"x 2 1/2", Rs 200 Per ft main door and Rs 165 per ft internal door frame, NO making charges, making is our responsibility.

Payment Terms 50% Advance balance after delivery

Tax Included in the above prices

Delivery Date Within 3 days

Delivery Location Greenwood Heights

Sy no: 196, Kowkur.

Phone. 040-66335551

Penalty For Delay Nil

Transportation Cost Extra as per actuals

Warranty Nil

Advance Paid Rs. 59,500-00, 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 responsibility. Above order for A 214-217, purpose

Completion Date Nil

Measurment stander log sizes will be calculated as 7' 3" as 8' and 3' 6" as 4', 2'5" as 3'. Density will be 1000 kg /cum.

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.

PART DELIVERY DETAILS			
S.no.	Bill no.	Bill Dt.	Amount
1.	128 40725	9/12/21	110,215/-
2.			
3.			
4.			
5.			

For **Mehta & Modi Realty Kowkur LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Adilabad Timber Mart**

Name : _____

Name : _____

Purchase Order

Page(s) 1 Of 1

06-Dec-21 9:45:17 AM

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

Adilabad Timber Mart
D no-4-81/B, Veera Reddy Colony, Nacharam, Hyderabad-500076

Doc No 83313 140928

Doc Date 06-12-2021

Quote No Nil

Quote Date 06-12-2021

GSTIN 36AADFA0098D1ZU

9505109395

9505109395

SupplyType Supply

Kind Attn : Kiran Kumar

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Completion Date Nil

Measurment standard log sizes will be calculated as 7' 3" as 8' and 3' 6" as 4', 2'5" as 3', Density will be 1000 kg /cum.

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.



For MDs APPROVAL

- ☐ High Value/quantity beyond limits.
☒ Po/Req. processed-post approval.
☐ Approval for technical details/clarification.
☐ Replenishing SSSLP stock
☐ Other

For **Mehta & Modi Realty Kowkur LLP**

Authorised Signatory

Name :

Name :

Accepted the above Terms And Conditions

For **Adilabad Timber Mart**

Requisition Form - WPC Door Frames

Company		MMR KOWKUR LLP		Site & Phase		GHT			
Req. no.		140928		Req. Date		04-12-2021			
Material required before		10-12-2021		ID no.		71787			
Prepared by:		A Suresh		Approved by (sign):					
Flat / Block no:		A - 214 to 217		4 Flats					
Type Type IV 1715 Sft 3BHK Order Value:									
Club house Sft 1230 2 BHK Order Value:									

S No.	Item Description	Units	Qty required for Type A1 & B1 1715 Sft 3BHK Villa	Qty required for Type A2 & b2 1715 Sft 3BHK flat	Qty required for Type A1 & B1 1715 Sft Villa requirement	Qty required for Type A2 & b2 1940 3BHK flat requirement	Inward No	Date
1	Main door frame 7' x 3'6" with threshold	Nos	1.00		1.00			
2	Door frame D1 7'3" x 3' without threshold	Nos	3.00		3.00			
3	Door frame D3 7'3" x 2'6" without threshold	Nos	2.00		2.00			
4	Door frame D2 7'3" x 2'6" with threshold	Nos	2.00		2.00			
5	Door frame D2 2.0 x 5'0"	Nos	1.00		1.00			
	Total		8.0		8.00		32.00	
								Qty Available at site - full frames
								Qty Available at site - full frames
								Balance Qty to be ordered
								4.00
								12.00
								8.00
								8.00
								0.00
								32.00

S No.	Item Description	Units	Qty required	Qty Available at site - extra pieces	Balance Qty to be ordered	Qty in cft
1	Main door side 7' 3" X 5" X 3"	Nos	10.00	0.00	10.00	7.43
2	Main door top / bottom 4' X 5" X 3"	Nos	10.00	0.00	10.00	4.10
3	Other door sides 7'0" X 4" X 2 1/2"	Nos	160.00	0.00	160.00	77.61
4	Other door top / bottom 3' X 4" X 2 1/2"	Nos	70.00	0.00	70.00	4.16
5	Other door top / bottom 3'6" X 4" X 2 1/2"	Nos	30.00	0.00	30.00	6.23
6	L Patti (1" x 1")	Nos	200.00	0.00	200.00	
7	Wooden Screw star 25 X 8 MM	Nos	300.00	0.00	300.00	
8	Wooden Screw star 30 X 8 MM	Nos	300.00	0.00	300.00	
9	SS Screw star 100 X 4.85 MM	Nos	300.00	0.00	300.00	
10	Total		1380.0	0.0	1380.0	

APPROVED BY
06 DEC 2021
S. PRABHAKAR
MANAGING DIRECTOR

1514

GST IN : 36ADFA0098D1ZU

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 Mehta & Modi Realty Kowkur LLP

Secunderabad.

[Site: Greenwood Heights, Kowkur] -

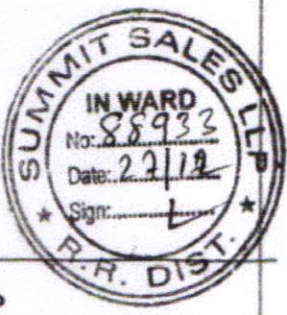
Party GSTIN 36ABLFM7631F123 State Code 36

Invoice No. 138

Date : 22/12/2024

Vehicle No. TS 07 VH 5924

State Code : 36

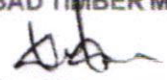
Qty.	PARTICULARS	HSN Code	CMT	Rate	Amount
5 No -	WPVC Door Frames 7'3" x 3' (2+8) [7'3" = 10 No (4' x 2.5') 3'6" = 5 No]	3925	97.50	165	16088 200
					
PO No - 83313					
DC No - 101					
E-Waybill - 151414850225					
TOTAL					16088 200
CGST.....9. %					1448 200
SGST.....9. %					1448 200
IGST..... %					-
Grand Total					18,984 200

Total Invoice Amount in Words: Eighteen Thousand
Nine Hundred Eighty Four 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.

For ADILABAD TIMBER MART


Authorised Signatory

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.

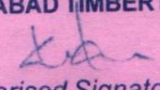
To: Mohan & Mohd. Really Kowkur L.P.
Belvondurpet
[Site: Greenwood Heights, Kowkur].
Party GSTIN: 36ABLM7631F123 State Code: 36

Invoice No. 138

Date : 22/12/2021

Vehicle No. 75C7CH592U

State Code : 36

Qty.	PARTICULARS	HSN Code	CMT	Rate	Amount
5 No -	WPV Door Frames 7'3" x 3' (2.2) [7'3" = 10 no (11' x 2.5) 3' = 5 no]	3925	97.50	165	16088.00
PD No - 83313 DC No - 101 "TRUE COPY" E-Way Bill -					
Total Invoice Amount in Words: Eighteen Thousand Nine Hundred Eighty Four 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.					
TOTAL					16088.00
CGST.....9.....%					1448.00
SGST.....9.....%					1448.00
IGST.....%.....					-
Grand Total					18984.00
For ADILABAD TIMBER MART					
 Authorised Signatory					

Material Receipts Form

PO Doc No 83313



MRN Doc ID 100508

MRN Date 11-12-2021

ONE

DC No 095

DC Date 09-12-2021

Remarks

In Time 12.40

Vehicle No TS07uh 5924

Delivered By party

Received By security

Inward No 11822

Inward Date 09/12/21

PDF Name PO83313DC095MR100508

Company Name : Mehta & Modi Realty Kowkur LLP

Project Name : Greenwood Heights

Supply Type : Supply

Quote No : Nil

Quote Date : 06-12-2021

Supplier Name : Adilabad Timber Mart

Contact Person : Kiran Kumar

Address : D no-4-81 / B, Veera Reddy Colony, Nacharam, Hyderabad

Phone : 9505109395

SNo	Category	Item Name	Ord Qty	DC Qty	Status	Balance	Recd Qty	Rate
1	Carpentry - other	2384 - Carpentry - other - WPC - 2+2 - 7 ft x 3 ft 6 in - Nos	4	4	Not Closed	0	4	0
2	Carpentry - other	2387 - Carpentry - other - WPC 2+1 - 7 ft 3 in x 3 ft - Nos	12	17	Not Closed	-5	12	0
3	Carpentry - other	2389 - Carpentry - other - WPC - 2+1 - 7 ft 3 in x 2 ft 6 in - Nos	8	8	Not Closed	0	8	0
4	Carpentry - other	2390 - Carpentry - other - WPS - 2+2 - 7 ft x 2 ft 6 in - Nos	8	8	Not Closed	0	8	0

