Summit Sales LLP					
Prepared by: Prabhakar					
Date: 20-3-22					
PO No- 79504, PO Date-9-8-21, Req no-177901, Req date-9-8-21.					
Sl no	Description	Size	PO Qty	Deliverd	Balance
1	Tiles-Regal beige	600mm x 1200mm	356.00	356.00	-
2	Tiles-Urbanwood natural	200mm x 1200mm	205.00	165.00	92.00
3	Tiles- Crema marfil	600mm x 1200mm	33.00	33.00	-
	Total		594.00	554.00	92.00

Po Cambe closed.
material delivered.
All bills received by account

23/3/22.

MANAGING DIRECTOR
SOHAM MODI
24 MAR 2022
APPROVED BY

clr pol.

Form for closure of purchase order

Data required from site/engineers:			
PO no.:	79504	PO date:	
Req. no.:	177901	Req. date:	
Material received	□ Part □ Full	MRN nos.:	
If material partially delivered then can balance material be ordered by new requisition/PO	□ No further material required and PO can be closed. □ No material cannot be ordered by new PO. □ PO can be closed and balance material can be ordered by new requisition.	Can PO be closed?	□ Yes □ No
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

Data required from accounts:	
Are any bills received wrt to this PO.	□ Yes for full PO □ Yes for part of PO □ No.
Scan ID nos. of advice for credit to supplier	
Remarks by Accountants:	

Notes: 1. Accountants to attach hard copy of purchase voucher.

Prepared by	Sign	Date	Accounts manager (approval required for PO more than 10k)	Sign	Date

Action 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.		

Remarks: Check material supplied!

Prepared by	Sign	Date

APPROVED BY
16 MAR 2022
SOHAM MODI
MANAGING DIRECTOR

Form for closure of purchase order

Data required from site/engineers:			
PO no.:	.79504	PO date:	9/8/21
Req. no.:	177901	Req. date:	7/8/21
Material received	□ Part ☑ Full	MRN nos.:	—
If material partially delivered then can balance material be ordered by new requisition/PO	□ No further material required and PO can be closed. □ No material cannot be ordered by new PO. □ PO can be closed and balance material can be ordered by new requisition.	Can PO be closed?	☑ Yes □ No

Remarks by engineer: MRN No's - 99376, 96302, 95720, 95251, 95055 & 100732

Full material Received. Close PO.

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
Sravani. A	Sravani A	4/3/22	S.V.S. [signature]	[signature]	4/3/2022

Data required from accounts:	
Are any bills received wrt to this PO.	□ Yes for full PO ☑ Yes for part of PO □ No.
Scan ID nos. of advice for credit to supplier	84983, 86320, 89658, 94217, 94217
Remarks by Accountants:	

Notes: 1. Accountants to attach hard copy of purchase voucher.

Prepared by	Sign	Date	Accounts manager (approval required for PO more than 10k)	Sign	Date
Sangeetha	Sangeetha	5/3/22			

Action taken by purchase:	
Status of PO	☑ PO closed and email sent to supplier. □ PO open material awaited.
Status of proof of delivery:	☑ Proof of delivery received. □ Proof of delivery not available with site or purchase.
Original barcoded PO available	☑ Yes □ No – certified copy received from accounts.
Original bill available	☑ Yes □ No – certified copy obtained from supplier.
Supplier's ledger available	□ Yes ☑ No
Advice for credit to supplier	☑ Prepared for entire PO □ Part of PO and PO closed. □ Prepared for part of PO and balance material awaited.

Remarks by purchase: All bills received by accounts Can be Closed.

Prepared by	Sign	Date	Purchase manager	Sign	Date
		19/4/22	[signature]	nnn	

Notes: 1. Purchase to attach hard copies of 'advice for credit to supplier'. 2. In case advice for payment to supplier cannot be prepared (material not delivered or other reasons) attach this note to original PO, original requisition, original bill and proof of delivery and send to MD.

Purchase Order

 04-03-2022 10:43:23 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			
Summit Sales LLP	**Doc No**	79504	177901
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	09-08-2021	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	09-08-2021	
040-66335551 9618244433	**SupplyType**	Supply	

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	9099 - Tiles - Regal Beige - 600 mm X 1200 mm - Boxes	356.00	672.00	0.00	18.00	282,293.76
2	9104 - Tiles - Urbanwood natural - 200mm x 1200mm - Boxes	205.00	668.00	0.00	18.00	161,589.20
3	9108 - Tiles - Crema Marfil - 600mm x 1200mm - Boxes	33.00	673.00	0.00	18.00	26,206.62
					Total Order Value . . .	**470,089.58**

Rupees : Four Lakh(s) Seventy Thousand Eighty Nine and Paise Fifty Eight Only.

Terms and Conditions :-

Specification /	Brand will be Ispiria- nexion, rate per sft is 4'X2'-51.45, for 1'x1'-47/-, coverage ares is 4'x2'- 15.42 and 1'x1'- 11.62 sft
Payment Terms	After delivery and process of bill
Tax	Included
Delivery Date	With in a day
Delivery Location	May Flower Platinum Sy 82/1, Mallapur, Nacharam. Phone. 7680971999
Penality For Delay	Nil
Transportation	Nil
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications, damage is in suppliers account above order is for C 403,405,705,706,804,805,B-402,504,803,1002 , purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	Nil

For ***Modi Properties Pvt.Ltd.***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ____________________ Name : ____________________ Date : __/__/____