Pur

Summit Sales LLP					
Prepared by: Prabhakar					
Date: 20-3-22					
PO No- 82875, PO Date-20-11-21, Req no-187936, Req date-19-11-21.					
Sl no	Description	Size	PO Qty	Deliverd	Balance
1	Panel door	38"x80"	3.00	-	3.00
2	Panel door	32"X82"	9.00	9.00	-
3	Panel door	26"x80"	9.00	-	9.00
4	Mortise lock		3.00	3.00	-
5	Cylendracal lock		18.00	-	18.00
6	SS Hinge		72.00	-	72.00
7	Door stopper		21.00	21.00	-
	Total		135.00	33.00	102.00

Part Bills received by account.
Balance material not required by [illegible]
PO Can be Closed for Balance material

20/3/22

APPROVED BY
24 MAR 2022
SOHAM MODI
MANAGING DIRECTOR

Ok close!

Form for closure of purchase order

Data required from site/engineers:			
PO no.:		PO date:	
Req. no.:		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.		
□ X	Barcoded PO missing – get certified copy from Accounts.		
□ X	Thereafter, prepare advice to credit to supplier and send to HO for processing.		
☑	Close PO	□	Keep PO open. Material awaited
□ X	Send barcoded PO to MDs desk. PO to be closed thereafter.		
□ X	Accounts to be reconciled with supplier. Suppliers ledger required from 1.4.2021.		
□ X	Accounts to be reconciled with supplier. Suppliers ledger required from 1.4.2020.		
□ X	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 details of material supplied for SSLLP

Prepared by	Sign	Date

APPROVED BY
16 MAR 2022
SOHAM MODI
MANAGING DIRECTOR

Form for closure of purchase order dt 12-3-22 ver3

Form for closure of purchase order

Data required from site/engineers:			
PO no.:	82785	PO date:	20/11/21
Req. no.:	187936	Req. date:	19/11/21
Material received	☑ Part ~~☑ Full~~	MRN nos.:	99695, 100274
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:	Part Material received, close the 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
Janaki	AP	4/3/22	M. Ramprasad	[signature]	4/3/22

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:	Part bill received

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
Rajyalakshmi	[signature]	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:	Part matrl Delivd, Ballance not reqired by 85k, Part 85k [illegible] & Recied by accounts

Prepared by	Sign	Date	Purchase manager	Sign	Date
		23/3	[signature]	finn	

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

 05-03-2022 12:47:35 Original / Office Copy / Purchase Div.Copy

From Company : **Modi Reality Mallapur LLP**
5-4-187/3&3, II nd floor, Soham Mansion, MG Road, Secunderabad.
G S T No. : 36AAEFM1459R1ZP

Supplier Details			
Summit Sales LLP	**Doc No**	82785	187936
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	20-11-2021	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	20-11-2021	
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	2360 - Carpentry - doors - Panel Doors - Others - Nos *38"x80"*	3.00	2,660.00	0.00	18.00	9,416.40
2	2341 - Carpentry - doors - Panel Door 30 mm - 32 In x 82 In - Nos	9.00	2,296.00	0.00	18.00	24,383.52
3	2360 - Carpentry - doors - Panel Doors - Others - Nos *26"x80"*	9.00	1,820.00	0.00	18.00	19,328.40
4	2169 - Carpentry - hardware - SS Mortise Lock - other - nos	3.00	2,350.00	0.00	18.00	8,319.00
5	2165 - Carpentry - hardware - SS Cylindrical Lock - other - nos	18.00	541.00	0.00	18.00	11,490.84
6	2285 - Carpentry - hardware - SS Hinges - Others - nos *4"*	72.00	218.00	0.00	18.00	18,521.28
7	2092 - Carpentry - hardware - Door Stopper - NA - nos	21.00	105.00	0.00	18.00	2,601.90
				Total Order Value . . .		**94,061.34**

Rupees : Ninty Four Thousand Sixty One and Paise Thirty Four Only.

Terms and Conditions :-

Specification /	As per details given in the quotation.Rate per sft Rs/- 112.35 + 18% Gst
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all GST taxes
Delivery Date	with in a day
Delivery Location	Gulmohar Residency Survey No 19, Mallapur, Hyderabad. NExt to NFC Railway Over Bridge Phone. Contact: Security _______, Admin 9502211011
Penality For Delay	Nil
Transportation	Transport by us
Warranty	Nil
Advance Paid	Nil

For ***Modi Reality Mallapur LLP***
Authorised Signatory

Accepted the above Terms And Conditions
For ***Summit Sales LLP***

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

Purchase Order

 05-03-2022 12:47:35 Original / Office Copy / Purchase Div.Copy

Other Terms We reserve the right to reject items not conforming to quality and specifications. Above order for B Block- 501-503, purpose

Completion Date Nil

Measurment Nil

Security Nil

Remarks

For ***Modi Reality Mallapur LLP***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ______________________ Name : ______________________ Date : __/__/____