Form for closure of purchase order

Data required from site/engineers: Part pending material					
PO no.:	83144			PO date:	01/12/21
Req. no.:	140909			Req. date:	30/11/21
Material received		☑ Part □ Full		MRN nos.:	100061
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
K. Sneha	Sneha	4/3/22	A. Suresh	[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: Bill Received on 22-12-21					
Scan ID: 92593					
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
S. Nagaraj	[signature] 04/03/22	04-03-22			
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:					
Prepared by	Sign	Date	Purchase manager	Sign	Date
				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.					

PO Closed

APPROVED BY
05 MAR 2022
SONAM MODI
MANAGING DIRECTOR

Form for closure of purchase order dt 3-3-22 ver2

Purchase Order

 01-12-2021 11:27:18

83144
25.11.21 3:45:34

From Company : **Mehta & Modi Realty Kowkur LLP**
5-4-187/3&4, II nd floor, MG Road, Soham Mansion, Secunderabad-50....
G S T No. : 36ABLFM7631F1Z3

Supplier Details

Summit Sales LLP
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad

GSTIN 36ACQFS2044C1Z7
040-66335551 9618244433

Doc No	83144	140909
Doc Date	01-12-2021	
Quote No	Nil	
Quote Date	01-12-2021	
SupplyType	Supply	

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 6602 - Paints - Wall Care Putti - NA - kgs *30kg*	2.00	882.00	0.00	18.00	2,081.52
2 7109 - Plumbing - other - Araldite - other - gms	2.00	1,155.00	0.00	18.00	2,725.80
3 3127 - Chemicals - RBR bonding agent - 5ltrs - nos	1.00	1,420.00	0.00	18.00	1,675.60
4 3165 - Chemicals - ROff Stone Tile Adhesive - 25 - Kgs	5.00	703.00	0.00	18.00	4,147.70
5 6548 - Paints - Janata Paste - NA - kgs *500grms*	3.00	63.00	0.00	18.00	223.02

Rupees : Ten Thousand Eight Hundred Fifty Three and Paise Sixty Four Only.

Total Order Value . . . **10,853.64**

Terms and Conditions :-

Specification /	All items shall be of 1st quality. Asian Brand
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
Penality For Delay	Nil
Transportation	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 Club House & corridor tiles laying purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

part bill
Bill no:- 20728
dt :- 2/12/21
amount :- 10,630.62/-
Bal. amount Receivable

~~part~~ Material Received.

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

Name : 03/12/2021

Name :

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

Date : __/__/____

DELIVERY CHALLAN

Summit Sales LLP

#5-4-187/3 & 4, II Floor, Soham Mansion, M.G.Road, Secunderabad - 500003

Email: purchase@modiproperties.com

Supplier / Customer / Transporter - Copy

GSTIN/UNI: 36ACQFS2044C1Z7

Customer Details	DC No.	17756
Mehta & Modi Realty Kowkur LLP	DC Date.	02-12-2021
Sy No. 196, Kowkur, Hyderabad, 500010	PO No.	83144
	PO Date.	01-12-2021
	Req ID	71639
GSTIN : 36ABLFM7631F1Z3	Req Date	30-11-2021
	Loc Req No	140909

	Description of Goods	HSN/SAC	Qty
1	6602 - Paints - Wall Care Putti - NA - kgs	3214	2
2	7109 - Plumbing - other - Araldite - other - gms	3506	2
3	3127 - Chemicals - RBR bonding agent - 5ltrs - nos		1
4	3165 - Chemicals - R0ff Stone Tile Adhesive - 25 - Kgs	3214	5
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11784 02/12/21
2/12/21
10006
MEHTA & MODI REALTY KOWKUR LLP
16:48

for Summit Sales LLP

Subject to Hyderabad Jurisdiction

Authorised signatory

TAX INVOICE

Summit Sales LLP

#5-4-187/3 & 4, II Floor, Soham Mansion, M.G.Road, Secunderabad - 500003 ORIGINAL INVOICE

Email: purchase@modiproperties.com

Supplier / Customer / Transporter - Copy

PAN: ACQFS2044C GSTIN/UNI: 36ACQFS2044C1Z7

Customer Details

Mehta & Modi Realty Kowkur LLP
Sy No. 196, Kowkur, Hyderabad, 500010

GSTIN : 36ABLFM7631F1Z3 PAN ABLFM7631F

Invoice No.	20728
Invoice Date.	02-12-2021
PO No.	83144
PO Date.	01-12-2021
Req ID	71639
Req Date	30-11-2021
Loc Req No	140909

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	6602 - Paints - Wall Care Putti - NA - kgs 30kg	3214	2	882.00	1,764.00	18	317.52
2	7109 - Plumbing - other - Araldite - other - gms	3506	2	1155.00	2,310.00	18	415.80
3	3127 - Chemicals - RBR bonding agent - 5ltrs - nos		1	1420.00	1,420.00	18	255.60
4	3165 - Chemicals - R0ff Stone Tile Adhesive - 25 -	3214	5	703.00	3,515.00	18	632.70
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IGST	CGST	SGST			
	810.81	810.81	Total Taxable Amount	9,009.00	1,621.62
			Total Invoice Amount	10,630.62	

Rupees : Ten Thousand Six Hundred Thirty and Paise Sixty Two Only.

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

SUMMIT SALES LLP
INWARD
No: 87632
Date: 2-12-21
Sign: 1
R.R. DIST.