Form for closure of purchase order  Scan Id 95270

| Data required from site/engineers: | | | |
|---|---|---|---|
| PO no.: | 81165 | PO date: | 29/9/24 |
| Req. no.: | 169058 | 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.<br>☐ No material cannot be ordered by new PO.<br>☐ PO can be closed and balance material can be ordered by new requisition. | Can PO be closed? | ☐ Yes ☐ No |
| Remarks by engineer: | Partly Recvd | | |

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 |
|---|---|---|---|---|---|
| [signature] | [signature] | 4/3 | | | |

| 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 of Rs. 9,32,077/- |

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 |
|---|---|---|---|---|---|
| D. Lavy | [signature] | 5/3/24 | | | |

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

| Prepared by | Sign | Date | Purchase manager | Sign | Date |
|---|---|---|---|---|---|
| [signature] | [signature] | 4/3 | | ~~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.

Clear pob

APPROVED BY
05 MAR 2022
SOHAM MODI
MANAGING DIRECTOR

PURCHASE DIVISION
Advice for approval for credit to supplier

| | | | |
|---|---|---|---|
| Date: | 6/12/21 | Prepared by: | [signature] |
| PO/WO no. | 81165 | PO / WO Date. | 29/9/21 |
| Supplier Name | Digital marketing | PO/WO amount | 10,45,905/- |
| Firm/Company | SSLCP | Project | Shree Cmpf |
| Sl. No. | Bill No. | Bill Date | Bill amount |
| 1 | 667 | 19/11/21 | 8,68,894/- |
| 2 | 688 | 30/11/21 | 63,183/- |
| 3 | | | |
| 4 | | | |
| Amount A – Bills total(Excluding Transport & Hamali Charges): | | | 9,32,077/- |

| Sl. No. | DC .No | DC. Date | MRN No. | DC matches MRN |
|---|---|---|---|---|
| 1. | – | – | 99869 | ☐ Yes ☐ No |
| 2. | – | – | 99867 | ☐ Yes ☐ No |
| 3. | | | | ☐ 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: | 9,32,077/- |
| Amount E – PO / WO value: | 10,45,905/- |
| Amount F – Difference (A – E): GST-18% | 1,13,828/- |

| | |
|---|---|
| Quantity received as per PO /WO | ☐ Yes ☐ Excess received ☐ Short received ☐ Other (explained below) |
| Is difference between PO / Bill acceptable? | ~~☐ Yes ☐ No (explained below)~~ |
| Excess / short material received | ~~☐ Approved – within acceptable limits~~ ☐ No (explained below) |
| Close PO / W?O | ☐ Yes ☐ No – wait for balance material ☐ No (explained below) |
| Advance paid / PDC given (deduct when paying) | ☐ Yes – Rs. /- ☐ No 5,22,900/- |
| Payment – due date | 11/12/21 |
| Remarks: | Part Bill |

| Approved by | Purchase Officer | Purchase Manager | Procurement Manager | MD | Accounts - Receiver of bill | Accountant | Accounts Manager |
|---|---|---|---|---|---|---|---|
| Sign: | [signature] | [signature] | | APPROVED BY 08 DEC 2021 SOHAM MODI MANAGING DIRECTOR | | | |
| Date | | | | | | | |

Notes: 1. In case amount to be credited to supplier and the bills total does not match prepare JV for debit or credit. 2. Attach additional sheets if quantity of bills or DCs is more than the space provided. Clearly mark the space provided with 'see attachment'. 3. Purchase Officer can approve Pos/Wos upto Rs. 10,000/-, Purchase Manager or Procurement Manager to approve all bills from 10,000/- to 1,00,000/- . 4. Attach JV, Office copy of PO/WO, DCs and bills to this advice. 5. In Amount A, exclude transport, Hamali charges, etc and instead include in Amount B. 6. To be approved by accounts manager if bill value exceeds Rs. 10,000/- 7. MD to approve all bills above 1,00,000/-

Original

4/12/21

# DIGITAL MARKETING

PLOT NO45 TO 53 SURVEY NO 216 AND 217

CHAKRIPURAM KUSHAIGUDA KAPRA MUICIPALITY

KEESARA MANDAL

Telangana

GSTIN : 36AAKFD9292K1ZR

TAX INVOICE

| Billing Address | Shipping Address | |
|---|---|---|
| SUMMIT SALES LLP<br>5-4-187/384 2ND FLOOR MG ROAD SECUNDERABAD<br><br>GSTIN : 36ACQFS2044C1Z7<br>Phone : | SUMMIT SALES LLP<br>SUMMIT HOUSING LLP CHERLAPALLY BEHIND KINGSTON PG COLLEGE HYDERABAD<br><br>Telangana<br>GSTIN : 36ACQFS2044C1Z7<br>Phone : | Invoice No : 667<br>Date : 19-11-2021<br>Transporter: GJ25U5175<br>PO No DOC NO 81165 /169058<br>PO Date: DATE 29-9-2021<br>DC No:<br>DC Date: |

| SNo | Description | HSN / SAC | Qty | Rate | Gross Amount | Discount | Taxable Value | CGST Rate | CGST Amt | SGST Rate | SGST Amt | IGST Rate | IGST Amt | Net Amount |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | BLANCO WHITE 300X300 | 69072300 | 900.00 | 428.36 | 385524.00 | | 385524.00 | 9.00 | 34697.16 | 9.00 | 34697.16 | | | 454918.32 |
| | BLACK BERRY 300X300 | 69072100 | 819.00 | 428.36 | 350826.84 | | 350826.84 | 9.00 | 31574.42 | 9.00 | 31574.42 | | | 413975.67 |

INWARD
Inward No: 8077 Dt: 19/11/21
MRN No: 99869 Dt: 30/11/2021
Received By: Sign:
MODI PROPERTIES PVT. LTD. Sy.No. 82/1/.

| | | | |
|---|---|---|---|
| Our Bank Details : | 1,719.00 | Gross Amount : | 7,36,350.84 |
| DIGITAL MARKETING | | Discount Amount : | |
| BANK NAME: HDFC BANK LTD | | Gross - Discount : | 7,36,350.84 |
| ACCOUNT NO: 50200007473682 | | Taxable Amount : | 7,36,350.84 |
| BRANCH: SAINAIKPURI | | CGST : | 66,271.58 |
| HDFC0000126 | | SGST : | 66,271.58 |
| | | IGST : | |
| | | Invoice Amount : | 8,68,894.00 |

Rupees : Eight Lakhs Sixty Eight Thousand Eight Hundred Ninety Four only.

for DIGITAL MARKETING

Customer's Signature

SUMMIT SALES LLP R.R. DIST. IN WARD No: 8781S Date: 6/12 Sign:

DIGITAL MARKETING

Signature

Original

4/1/1/4

# DIGITAL MARKETING

PLOT NO45 TO 53 SURVEY NO 216 AND 217

CHAKRIPURAM KUSHAIGUDA KAPRA MUICIPALITY

KEESARA MANDAL

Telangana

GSTIN : 36AAKFD9292K1ZR

TAX INVOICE

| Billing Address | Shipping Address | |
|---|---|---|
| SUMMIT SALES LLP<br>5-4-187/384 2ND FLOOR MG ROAD SECUNDERABAD<br><br>GSTIN : 36ACQFS2044C1Z7<br>Phone : | SUMMIT SALES LLP<br>SUMMIT HOUSING LLP CHERLAPALLY BEHIND KINGSTON PG COLLEGE HYDERABAD<br><br>Telangana<br>GSTIN : 36ACQFS2044C1Z7<br>Phone : | Invoice No : 688<br>Date : 30-11-2021<br>Transporter: AP02TB1988<br>PO No<br>PO Date: 8165<br>DC No:<br>DC Date: |

| SNo | Description | HSN / SAC | Qty | Rate | Gross Amount | Discount | Taxable Value | CGST Rate | CGST Amt | SGST Rate | SGST Amt | IGST Rate | IGST Amt | Net Amount |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | BLANCO WHITE 300X300 | 69072300 | 35.00 | 428.36 | 14992.60 | | 14992.60 | 9.00 | 1349.33 | 9.00 | 1349.33 | | | 17691.27 |
| | BLACK BERRY 300X300 | 69072100 | 90.00 | 428.36 | 38552.40 | | 38552.40 | 9.00 | 3469.72 | 9.00 | 3469.72 | | | 45491.83 |

125.00

Our Bank Details :
DIGITAL MARKETING
BANK NAME: HDFC BANK LTD
ACCOUNT NO: 50200007473682
BRANCH: SAINAIKPURI
IFSC: HDFC0000126

INWARD
Inward No 8093 Dt: 30/11/21
MRN No: 99867 Dt: 30/11/2021
Received By: Sign: Nizam
MCDI PROPERTIES PVT. LTD. Sy.No. 82/1.

| | |
|---|---|
| Gross Amount : | 53,545.00 |
| Discount Amount : | |
| Gross - Discount : | 53,545.00 |
| Taxable Amount : | 53,545.00 |
| CGST : | 4,819.05 |
| SGST : | 4,819.05 |
| IGST : | |
| Invoice Amount : | 63,183.00 |

Rupees : Sixty Three Thousand One Hundred Eighty Three only.

for DIGITAL MARKETING

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 87916
Date: 6/12
Sign: c

DIGITAL MARKETING

Signature

Customer's Signature

# Purchase Order

 06-Oct-21 12:53:54 PM

81165
27.09.21 3:10:20

From Company : **Summit Sales LLP**
5-4-187/3&4,II nd floor,MG Road, Secunderabad-500003.
G S T No. : 36ACQFS2044C1Z7

**Supplier Details**

Digital Marketing
Plot no-45-53, Bhagavan Colony,Near: Chakripuram X Roads, Nagaram Main road, Hyderabad.

**GSTIN** 36AAKFB9292K1ZR
040-69992188 9885673235

| | | |
|---|---|---|
| **Doc No** | 81165 | 169058 |
| **Doc Date** | 29-09-2021 | |
| **Quote No** | Nil | |
| **Quote Date** | 29-09-2021 | |
| **SupplyType** | Supply | |

**Kind Attn : Praveen Patel**

Purchase Order for the Supply of following Items.

| | Item Name | Qty | Rate | Dis% | GST | Amount |
|---|---|---|---|---|---|---|
| 1 | 9081 - Tiles - Utility floor or kitchen dado country black berry - 12 in x 12 in X 12 pieces - Boxes 879 + 90 | 1,000.00 | 458.00 | 0.00 | 18.00 | 540,440.00 |
| 2 | 9082 - Tiles - Utility walls or kitchen dado blanco white - 12in X 12in x12 pieces - Boxes 900 + 35 | 1,000.00 | 428.36 | 0.00 | 18.00 | 505,464.80 |
| | | | | | **Total Order Value . . .** | **1,045,904.80** |

Rupees : Ten Lakh(s) Fourty Five Thousand Nine Hundred Four and Paise Eighty Only.

**Terms and Conditions :-**

| | |
|---|---|
| **Specification / Brand** | All items shall be of NITCO, brand/company, Country series Rs. 45 per sft including GST, Black berr Rs. 46.50/- Including GST,box qty 12 tiles, weight of box is 17.5 kgs, box sft is 11.62, in sq meters 1.08. |
| **Payment Terms** | 50% Advance balance after delivery |
| **Tax** | GST included in the above prices |
| **Delivery Date** | To be delivered in 6 weeks |
| **Delivery Location** | Summit Housing LLP<br>Cherlapally,Behind Kingston PG college, Hyderabad<br>Phone. 9618244433, Hamendra |
| **Penality For Delay** | Nil |
| **Transportation Cost** | Nil |
| **Warranty** | Nil |
| **Advance Paid** | Rs. 5,22,900-00, by cheque.......... dated............. |
| **Other Terms** | We reserve the rights to reject the items if not as specified, damage in transit before delivery or on delivery is suppliers cost, above order is for stock replaish, purpose. |
| **Completion Date** | Nil |
| **Measurment** | Nil |
| **Security** | Nil |
| **Remarks** | Prices hall remain fixed (subject to change in the GST) for a period of 6 months. |

667 / 19/11/21 — 688 / 3/11/21
8,68,894/- + 63,183/- = 9,32,077/-

Part Bill

For *Summit Sales LLP*
Authorised Signatory

Accepted the above Terms And Conditions
For *Digital Marketing*

1248

Requisition Form

| | | | |
|---|---|---|---|
| ...ame: | SUMMIT SALES LLP | Date: | 29-09-2021 |
| ...ase : | SUMMIT HOUSING LLP | Time: | 11:00PM |
| | | Req. No. | 169058 |
| ...al required before date: | | ID No. | 69789 |

| ...o | Description | Size | Quantity | Units | Inward No | Date |
|---|---|---|---|---|---|---|
| 1 | Black Berry-Glossy Matt Finish Spa Sries | 12"x12" | 1000 | Box's | | |
| 2 | Blanco White-Glossy Matt Finish Spa Sries | 12"x12" | 1000 | Box's | | |
| | | | | | | |

81165

Remarks:For Replenishing Stock Purpose

| | | | |
|---|---|---|---|
| Prepared By | Bhavani | | APPROVED BY |
| Sign.& Date | 29-09-2021 | Sign. & Date | 30 SEP 2021 SOHAM MODI MANAGING DIRECTOR |

Note: On receipt of material at site write inward number and date in last 2 columns.

Page(s) 1 Of 1 06-Oct-21 12:53:54 PM

# Purchase Order

81165
27.09.21 3:10:20

From Company : **Summit Sales LLP**
5-4-187/3&4,II nd floor,MG Road, Secunderabad-500003.
G S T No. : 36ACQFS2044C1Z7

| **Supplier Details** | | | |
|---|---|---|---|
| Digital Marketing | **Doc No** | 81165 | 169058 |
| Plot no-45-53, Bhagavan Colony,Near: Chakripuram X Roads, Nagaram Main road, Hyderabad. | **Doc Date** | 29-09-2021 | |
| | **Quote No** | Nil | |
| **GSTIN** 36AAKFB9292K1ZR | **Quote Date** | 29-09-2021 | |
| 040-69992188 9885673235 | **SupplyType** | Supply | |

**Kind Attn : Praveen Patel**

Purchase Order for the Supply of following Items.

| | Item Name | Qty | Rate | Dis% | GST | Amount |
|---|---|---|---|---|---|---|
| 1 | 9081 - Tiles - Utility floor or kitchen dado country black berry - 12 in x 12 in X 12 pieces - Boxes 819 + 90 | 1,000.00 | 458.00 | 0.00 | 18.00 | 540,440.00 |
| 2 | 9082 - Tiles - Utility walls or kitchen dado blanco white - 12in X 12in x12 pieces - Boxes 900 + 35 | 1,000.00 | 428.36 | 0.00 | 18.00 | 505,464.80 |
| | | | | | **Total Order Value . . .** | **1,045,904.80** |

Rupees : Ten Lakh(s) Fourty Five Thousand Nine Hundred Four and Paise Eighty Only.

Terms and Conditions :-

| | |
|---|---|
| **Specification / Brand** | All items shall be of NITCO, brand/company, Country series Rs. 45 per sft including GST, Black berrr Rs. 46.50/- Including GST,box qty 12 tiles, weight of box is 17.5 kgs, box sft is 11.62, in sq meters 1.08. |
| **Payment Terms** | 50% Advance balance after delivery |
| **Tax** | GST included in the above prices |
| **Delivery Date** | To be delivered in 6 weeks |
| **Delivery Location** | Summit Housing LLP |
| | Cherlapally,Behind Kingston PG college, Hyderabad |
| | Phone. 9618244433, Hamendra |
| **Penality For Delay** | Nil |
| **Transportation Cost** | Nil |
| **Warranty** | Nil |
| **Advance Paid** | Rs. 5,22,900-00, by cheque........... dated.............. |
| **Other Terms** | We reserve the rights to reject the items if not as specified, damage in transit before delivery or on delivery is suppliers cost, above order is for stock replaish, purpose. |
| **Completion Date** | Nil |
| **Measurment** | Nil |
| **Security** | Nil |
| **Remarks** | Prices hall remain fixed (subject to change in the GST) for a period of 6 months. |

667 / 19/11/21 – 688 / 30/11/21 = 9,32,077/-
8,68,894/- + 63,183/-

Part Bill Received

Books of accounts verified and no bills wrt this PO were received by accounts
Name:
Sign:
Date: 3/3/22

Close PO.

APPROVED BY
05 MAR 2022
SOHAM MODI
MANAGING DIRECTOR

For *Summit Sales LLP*

Authorised Signatory

Name :

Accepted the above Terms And Conditions

For *Digital Marketing*

Name :

Date : __/__/____

# Purchase Order

 04-Oct-21 5:19:22 PM Original / Office Copy / Purchase Div.Copy

From Company : **Summit Sales LLP**
5-4-187/3&4,II nd floor,MG Road, Secunderabad-500003.
G S T No. : 36ACQFS2044C1Z7

| **Supplier Details** | | | |
|---|---|---|---|
| Digital Marketing | **Doc No** | 81165 | 169058 |
| Plot no-45-53, Bhagavan Colony,Near: Chakripuram X Roads, Nagaram Main road, Hyderabad. | **Doc Date** | 29-09-2021 | |
| | **Quote No** | Nil | |
| **GSTIN** 36AAKFB9292K1ZR | **Quote Date** | 29-09-2021 | |
| 040-69992188 9885673235 | **SupplyType** | Supply | |

**Kind Attn : Praveen Patel**

Purchase Order for the Supply of following Items.

| | **Item Name** | **Qty** | **Rate** | **Dis%** | **GST** | **Amount** |
|---|---|---|---|---|---|---|
| 1 | 9081 - Tiles - Utility floor or kitchen dado country black berry - 12 in x 12 in X 12 pieces - Boxes | 1,000.00 | 458.00 | 0.00 | 18.00 | 540,440.00 |
| 2 | 9082 - Tiles - Utility walls or kitchen dado blanco white - 12in X 12in x12 pieces - Boxes | 1,000.00 | 428.36 | 0.00 | 18.00 | 505,464.80 |
| | | | | | **Total Order Value . . .** | **1,045,904.80** |

Rupees : Ten Lakh(s) Fourty Five Thousand Nine Hundred Four and Paise Eighty Only.

**Terms and Conditions :-**

| | |
|---|---|
| **Specification / Brand** | All items shall be of NITCO, brand/company, Country series Rs. 45 per sft including GST, Black berrr Rs. 46.50/- Including GST,box qty 12 tiles, weight of box is 17.5 kgs, box sft is 11.62, in sq meters 1.08. |
| **Payment Terms** | 50% Advance balance after delivery |
| **Tax** | GST included in the above prices |
| **Delivery Date** | To be delivered in 6 weeks |
| **Delivery Location** | Summit Housing LLP<br>Cherlapally,Behind Kingston PG college, Hyderabad<br>Phone. 9618244433, Hamendra |
| **Penality For Delay** | Nil |
| **Transportation Cost** | Nil |
| **Warranty** | Nil |
| **Advance Paid** | Rs. 5,22,900-00, by cheque........... dated............. |
| **Other Terms** | We reserve the rights to reject the items if not as specified, damage in transit before delivery or on delivery is suppliers cost, above order is for stock replaish, purpose. |
| **Completion Date** | Nil |
| **Measurment** | Nil |
| **Security** | Nil |
| **Remarks** | Prices hall remain fixed (subject to change in the GST) for a period of 6 months. |

APPROVED BY
06 OCT 2021
SOHAM MODI
MANAGING DIRECTOR

For MDs APPROVAL
- [x] High Value/quantity beyond limits.
- [ ] Po/Req. processed-post approval.
- [ ] Approval for technical details/clarification.
- [ ] Replenishing SSLLP stock
- [ ] Other

For *Summit Sales LLP*

Authorised Signatory

Name : ____________

Name : ____________

Accepted the above Terms And Conditions

For *Digital Marketing*

Date : __/__/____

1248

Requisition Form

| | | | |
|---|---|---|---|
| Company Name: | SUMMIT SALES LLP | Date: | 29-09-2021 |
| Site & Phase : | SUMMIT HOUSING LLP | Time: | 11:00PM |
| Supplier | | Req. No. | 169058 |
| Material required before date: | | ID No. | 69789 |

81165

| S. No | Description | Size | Quantity | Units | Inward No | Date |
|---|---|---|---|---|---|---|
| 1 | Black Berry-Glossy Matt Finish Spa Sries | 12"x12" | 1000 | Box's | | |
| 2 | Blanco White-Glossy Matt Finish Spa Sries | 12"x12" | 1000 | Box's | | |
| | | | | | | |

| | | | |
|---|---|---|---|
| Remarks:For Replenishing Stock Purpose | | | |
| Prepared By | Bhavani | | |
| Sign.& Date | 29-09-2021 | Sign. & Date | APPROVED BY 30 SEP 2021 SOHAM MODI MANAGING DIRECTOR |

Note: On receipt of material at site write inward number and date in last 2 columns.