Form for closure of purchase order

Data required from site/engineers: part material Received, Keep PO open.							
PO no.:	85407	PO date:	11/02/22	Req. no.:	141188	Advice Scan ID	
MRN nos. related to PO	103644						

☑	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:	part material Received, keep PO open, Material Required.

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	05/04/22	A. Sunil	[signature]	05/04/22

Data required from accounts:

☐	Checked with E&D for receipt of bills.		
☐	Bills not received against this PO.		
☐	Part bill received against this PO.	Bill nos.	
☐	All bills received against this PO. ✓ bill No. 22061 dt. 12-02-22 Amt. 33,601/- & bill No. 22870 dt. 5 Amt. 7,894/-		
☐	Advance paid against this PO.	Amount paid	
Remarks by Accountants: All bill's Received			

Notes: 1. Pos issued for false ceiling and such works may have been processed by E&D. Check before filling the above.

Prepared by	Sign	Date	Accounts manager (approval required for PO more than 10k)	Sign	Date
S. Nagaraj	[signature]	21-04-22			

Advice by MD - action to be taken by purchase:

☐	~~Get certified bill from supplier~~ (not original).		
☐	~~Prepare bill in SSLLP for mate~~rial supplied.		
☐	~~Get proof of delivery fro~~m site.		
☐ X	~~Barcoded PO missing – get certi~~fied copy from Accounts.		
☐	~~Thereafter, prepare advice to credit~~ to supplier and send to HO for processing.		
☑	Close PO	☑	~~Keep PO open. Material a~~waited
☐	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.		
☐	E&D to check receipt of bill and enter comments below.		
☐	Details of material supplied and balance material to be supplied is required.		

Remarks:

Prepared by	Sign	Date

APPROVED BY
28 APR 2022
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

 05-04-2022 10:21:34 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			
Summit Sales LLP 5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc No**	85407	141188
	Doc Date	11-02-2022	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	11-02-2022	
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	7296 - Plumbing - sanitary - EWC -Wall hung - NA - nos	5.00	3,366.00	0.00	18.00	19,859.40
2	7321 - Plumbing - sanitary - Washbasin - other - nos	8.00	998.55	0.00	18.00	9,426.31
3	7348 - Plumbing - sanitary - Pedastal - NA - nos	8.00	815.00	0.00	18.00	7,693.60
4	7323 - Plumbing - sanitary - Washbasin rag bolts - NA - pairs	10.00	168.00	0.00	18.00	1,982.40
5	7319 - Plumbing - sanitary - Wall hung rag bolts - NA - nos	6.00	317.00	0.00	18.00	2,244.36
6	6046 - Miscellaneous - Teflon tapes - NA - nos	5.00	15.00	0.00	18.00	88.50
	Total Order Value . . .					**41,294.57**

Rupees : Fourty One Thousand Two Hundred Ninty Four and Paise Fifty Seven Only.

Terms and Conditions :-

Specification /	All items are Parryware brand- Cascade model, white colour.
Payment Terms	After Delivery & Production of bill
Tax	GST included in above price.
Delivery Date	Within 3 days
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 V.No 258 purpose.
Completion Date	Nil
Measurment	Nil
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 ***Mehta & Modi Realty Kowkur LLP***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

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

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.	18880
Mehta & Modi Realty Kowkur LLP	DC Date.	12-02-2022
Sy No. 196, Kowkur, Hyderabad, 500010	PO No.	85407
	PO Date.	11-02-2022
	Req ID	73708
GSTIN : 36ABLFM7631F1Z3	Req Date	10-02-2022
	Loc Req No	141188

	Description of Goods	HSN/SAC	Qty
1	7296 - Plumbing - sanitary - EWC -Wall hung - NA - nos		5
2	7321 - Plumbing - sanitary - Washbasin - other - nos	69101000	8
3	7323 - Plumbing - sanitary - Washbasin rag bolts - NA - pairs	7318	10
4	7319 - Plumbing - sanitary - Wall hung rag bolts - NA - nos	7318	6
5	6046 - Miscellaneous - Teflon tapes - NA - nos		5
6			
7			
8			
9 10			
11			
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INWARD
Inward No: 12098 Dt: 12 02 22
MRN No: 103644 Dt: 14 02 22
Received By: Sign:
MEHTA & MODI REALTY KOWKUR LLP
15:00

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

Purchase Order

 11-02-2022 12:45:46

85407
31.01.22 4:53:35

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

Supplier Details			
Summit Sales LLP 5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc No**	85407	141188
	Doc Date	11-02-2022	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	11-02-2022	
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	7296 - Plumbing - sanitary - EWC -Wall hung - NA - nos	5.00	3,366.00	0.00	18.00	19,859.40
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3	7348 - Plumbing - sanitary - Pedastal - NA - nos	8.00	815.00	0.00	18.00	7,693.60
4	7323 - Plumbing - sanitary - Washbasin rag bolts - NA - pairs	10.00	168.00	0.00	18.00	1,982.40
5	7319 - Plumbing - sanitary - Wall hung rag bolts - NA - nos	6.00	317.00	0.00	18.00	2,244.36
6	6046 - Miscellaneous - Teflon tapes - NA - nos	5.00	15.00	0.00	18.00	88.50
					Total Order Value . . .	**41,294.57**

Rupees : Fourty One Thousand Two Hundred Ninty Four and Paise Fifty Seven Only.

Terms and Conditions :-

Specification / All items are Parryware brand- Cascade model, white colour.

Payment Terms After Delivery & Production of bill

Tax GST included in above price.

Delivery Date Within 3 days

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 V.No 258 purpose.

Completion Date Nil

Nil

PART DELIVERY DETAILS

S.no.	Bill no.	Bill Dt.	Amount
1.	22061	12/2/22	33,601-00
2.			
3.			
4.			
5.			

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

Authorised Signatory

12/02/2022

Name : ____

Contact - -

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ____

Date : __/__/____

Purchase Order

11-02-2022 12:45:46

Original / Office Copy / Purchase Div.Copy

Measurment

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 ***Mehta & Modi Realty Kowkur LLP***

Authorised Signatory

Name : ________________ 12/02/2022

Contact --

Name : ______________________

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Date : __/__/____

Requisition Form - Sanitary

Company	MMRK LLP	Site & Phase	GHT					
Req. no.	141188	Req. Date	10 February 2022					
Material required before	13 February 2022	ID no.	73708					
Prepared by:	A Suresh	Approved by (sign):						
Flat / Block no:	CLUB HOUSE							
Type A 1820 Sft 3BHK Order Value:	1	No						
Type B 1820 Sft 3BHK Order Value:								

S No.	Item Description	Units	Qty required forType B 1820 Sft 3BHK villa	Qty required forType B 1820 Sft 3BHK villa	Qty required forType B 1820 Sft 3BHK villa	Qty required forType B 1820 Sft 3BHK villa	Quantity required	Qty Available at site	Balance Qty to be ordered	Inward No	Date
1	Wall Hang WC with seat covers (- White)	sets	5.00		5		5.0		5.00		
2	Wash Basin white color	sets	8.00		8		8.0		8.00		
3	wal hung 3/4 peadsteal white color	sets	8.00		8		8.0		8.00		
4	teflan tape 85407	Nos	5.00		5		5.0		5.00		
5	Urinals	Nos	3.00		3		3.0		3.00		
6	Partiations with Fitting	Nos	3.00		3		3.0		3.00		
7	WC RACK BOLT	sets	6.00		6		6.0		6.00		
8	Wash Basin rack bolt	sets	10.00		10		10.0		10.00		
	Total										

APPROVED
12 FEB 2022
MINISH PARIKH
MANAGER PROCUREMENT

PURCHASE DIVISION
Advice for approval for credit to supplier

(2)

Date	8/4/22	Prepared by	Manu	Serial no.	2948
Supplier name	SSLLP			HO inward no.	
Firm/Company	MMEKLLP	Project	GHT	HO received date	
PO/WO date	11/2/22	PO/WO No.	85407	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	22970	5/4/22	7,693.60/-	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	7,693.60/-
Proof of delivery by way of ☑ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	

MRN nos.:	105774	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:	7,693.60/-
Amount E – PO / WO value:	41,294.57/-
Amount F – Difference (A – E).	33,601/-
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	11/4/22
Remarks	Final Bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Manu	APPROVED			
Sign:	Manu	08 APR 2022			
Date	8/4/22				
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 DIVISION

Advice for approval for credit to supplier

Date:	11/2/22	Prepared by	T.D. Murali	Serial no.	2844
Supplier name	Summit Sales LLP			HO inward no.	
Firm/Company	MNRKLLP	Project	GHT	HO received date	
PO/WO date	11/2/22	PO/WO No.	85407	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	22061	12/2/22	33,601-00	☐ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	33,601-00

Proof of delivery by way of: ☑ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report

MRN nos.	103644	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:	33,601-00
Amount E – PO / WO value:	41,295-00
Amount F – Difference (A – E):	–7,694-00

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	21/2/22

Remarks: Part bill received.

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	T.D. Murali				
Sign:	[signature]				
Date	11/2/22				
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.

TAX INVOICE

Summit Sales LLP

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

Email: purchase@modiproperties.com

ORIGINAL INVOICE

Supplier / Customer / Transporter - Copy

PAN: ACQFS2044C GSTIN/UNI: 36ACQFS2044C1Z7

Customer Details		
Mehta & Modi Realty Kowkur LLP	Invoice No.	22061
Sy No. 196, Kowkur, Hyderabad, 500010	Invoice Date.	12-02-2022
	PO No.	85407
	PO Date.	11-02-2022
	Req ID	73708
GSTIN : 36ABLFM7631F1Z3 PAN ABLFM7631F	Req Date	10-02-2022
	Loc Req No	141188

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	7296 - Plumbing - sanitary - EWC -Wall hung - NA -		5	3366.00	16,830.00	18	3,029.40
2	7321 - Plumbing - sanitary - Washbasin - other - nos	69101000	8	998.55	7,988.40	18	1,437.92
3	7323 - Plumbing - sanitary - Washbasin rag bolts -	7318	10	168.00	1,680.00	18	302.40
4	7319 - Plumbing - sanitary - Wall hung rag bolts - NA	7318	6	317.00	1,902.00	18	342.36
5	6046 - Miscellaneous - Teflon tapes - NA - nos		5	15.00	75.00	18	13.50
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST				
			Total Taxable Amount	28,475.40		5,125.58
	2,562.79	2,562.79	Total Invoice Amount		33,600.97	

Rupees : Thirty Three Thousand Six Hundred and Paise Ninty Seven Only.

SUMMIT SALES LLP INWARD No. 96935 Date 12/2 Sign R.R. DIST.

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction