

Form for closure of purchase order

Data required from site/engineers:						
PO no.:	25382	PO date:	10/2/22	Req. no.:	192803	Advice Scan ID
MRN nos. related to PO						
☐	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: Close Po, material received						
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	
B. Nandini	[Signature]	5/4/22	M. Ramprasad	[Signature]	5/4/22	
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.	22456 dtd 7/3/22 for hr		
☐	All bills received against this PO.					
☐	Advance paid against this PO.		Amount paid	5323/r		
Remarks by Accountants:						
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	
Rajyalamb	[Signature]	5/4				
Advice by MD - action to be taken by purchase:						
☐	Get certified bill from supplier (not original).					
☐	Prepare bill in SSLP 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.					
☐	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						



Purchase Order

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

GSTIN 36ACQFS2044C1Z7

040-66335551

9618244433

Doc No	85382	192803
Doc Date	10-02-2022	
Quote No	Nil	
Quote Date	10-02-2022	
SupplyType	Supply	

Kind Attn : Hamendra, Prabhakar

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 8219 - Steel - other - Ms Z Angle Templates - 6 ft x 4 ft - Rft 12 nos	240.00	42.00	0.00	18.00	11,894.40
2 8222 - Steel - other - Ms Z Angle Templates - 4 ft X 3 ft - Rft 03 nos	42.00	42.00	0.00	18.00	2,081.52
3 8225 - Steel - other - Ms Z Angle Templates - 4 ft X 4 ft - Rft 04 nos	64.00	42.00	0.00	18.00	3,171.84
4 6189 - Miscellaneous - Hamali Charges - NA - Per Rft	346.00	0.60	0.00	18.00	244.97
Total Order Value . . .					17,392.73

Rupees : Seventeen Thousand Three Hundred Ninty Two and Paise Seventy Three Only.

Terms and Conditions :-

Specification / All MS'Z' angles should be 3/4" - 3mm thickness. Fabrication, grinding & powder coating should be of good quality. Above rates approved by M.D. vide approval dtd. 08.09.17 and accepted by contractor.

Payment Terms After Delivery & Production of bill

Tax All taxes included in above price.

Delivery Date Within 4days.

Delivery Location Gulmohar Residency
Survey No 19, Mallapur, Hyderabad. NExt to NFC Railway Over Bridge
Phone. Contact: Security _____, Admin 9502211011

Penalty For Delay Nil

Transportation Included in the above price.

Warranty 1 year on workmanship

Advance Paid Nil

Other Terms We reserve the right to reject items not conforming to quality and specifications. Above order for G block flats 505 to 507.

Completion Date Nil

Measurment Payment will be made as per measurement of laid and fixed material. Wastage at suppliers cost.

Security Supplier shall be responsible for security and storage of material at site at its risk and cost.

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.'

Part bill received for
for H. 5322

Balance for bill for H. 5069
is pending
5/1

For **Modi Reality Mallapur LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Summit Sales LLP**

Name : _____

Name : _____

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

1 of 1 : 23-03-2022

Customer Details

Modi Reality Mallapur LLP

Sy No, 19, Mallapur, Hyderabad, Next to NFC Railway Over Bridge, 500076

GSTIN : 36AAFFM1459R1ZP

DC No	19465
DC Date	23-03-2022
PO No.	85382
PO Date	10-02-2022
Req ID	73618
Req Date	07-02-2022
Loc Req No	192803

Description of Goods

1 8219 - Steel - other - Ms Z Angle Templates - 6 ft x 4 ft - Rft

2 6189 - Miscellaneous - Hamali Charges - NA - Per Rft

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HSN/SAC

Qty

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240

Subject to Hyderabad Jurisdiction

for Summit Sales LLP

Authorised signatory

TAX INVOICE

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

PAN: ACQFS2044C GSTIN/UNI: 36ACQFS2044C1Z7

1 of 1 :

Customer Details				Invoice No.		22764	
Modi Reality Mallapur LLP Sy No, 19, Mallapur, Hyderabad, Next to NFC Railway Over Bridge,500076 GSTIN : 36AAEFM1459R1ZP							

Subject to Hyderabad Jurisdiction



for Summit Sales LLP

Authorised signatory