

Form for closure of purchase order

Data required from site/engineers: <u>part material received, close po</u>					
PO no.:	<u>85143</u>	PO date:	<u>04/02/22</u>	Req. no.:	<u>141170</u>
MRN nos. related to PO		<u>103519</u>			
☒	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: <u>part material received, close po</u>					
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
<u>K. sneha</u>	<u>sneha</u>	<u>05/04/22</u>	<u>A. Suresh</u>	<u>[Signature]</u>	<u>05/04/22</u>
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.	<u>22018 dt. 09-02-22 Amt. 8043/-</u>	
☐	All bills received against this PO.				
☐	Advance paid against this PO.		Amount paid		
Remarks by Accountants: <u>part Bill Received</u>					
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
<u>S. Sripavanth</u>	<u>[Signature]</u>	<u>21-04-22</u>			
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:					
<u>[Signature]</u>					
Prepared by		Sign		Date	



Purchase Order

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

GSTIN 36ACQFS2044C1Z7

040-66335551

9618244433

Doc No	85143	141170
Doc Date	04-02-2022	
Quote No	Nil	
Quote Date	04-02-2022	
SupplyType	Supply And Installation	

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 04 nos	56.00	42.00	0.00	18.00	2,775.36
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 8220 - Steel - other - Ms Z Angle Templates - 5 ft x 4 ft - Rft 04 nos	72.00	42.00	0.00	18.00	3,568.32
5 6189 - Miscellaneous - Hamali Charges - NA - Per Rft	432.00	0.60	0.00	18.00	305.86
Total Order Value . . .					21,715.78

Rupees : Twenty One Thousand Seven Hundred Fifteen and Paise Seventy Eight 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	Greenwood Heights Sy no: 196, Kowkur. Phone. 040-66335551
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 A- 314 & 317.
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.'

For **Mehta & Modi Realty Kowkur LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Summit Sales LLP**

Name : _____

Name : _____

Date : __/__/__

Purchase Order

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04-02-2022 13:52:17



85143

31.01.22 4:50:17

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

GSTIN 36ACQFS2044C1Z7

040-66335551

9618244433

Doc No	85143	141170
Doc Date	04-02-2022	
Quote No	Nil	
Quote Date	04-02-2022	
SupplyType	Supply And Installation	

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Rupees : Twenty One Thousand Seven Hundred Fifteen and Paise Seventy Eight Only.

Terms and Conditions :-

Specification / Brand All MSZ' 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 4 days.

Delivery Location Greenwood Heights
Sy no: 196, Kowkur.
Phone. 040-66335551

Penalty For Delay Nil

Transportation Cost 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 A- 314 & 317.

Completion Date Nil

Measurement 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 DELIVERY DETAILS			
S.no.	Bill no.	Bill Dt.	Amount
1.	22018	9/2/22	8042.88
2.			
3.			
4.			
5.			

For **Mehta & Modi Realty Kowkur LLP**

Authorised Signatory

Name :

Name :

Accepted the above Terms And Conditions

For **Summit Sales LLP**

Date : / /

Requisition Form - Powder coated Z -Angles												
Company		MMR KOWKUR LLP		Site & Phase		GHT						
Req. no.		141170		Req. Date		03 February 2022						
Material required before		10 March 2022		ID no.		73529						
Prepared by:		A Suresh		Approved by (sign):								
Flat / Block no:		A - Flat no 314 to 317										
Name of the Supplier : SSLLP												
Type A 1715 Sft 3BHK Order Value:		4										
Type B 1715Sft 3BHK Order Value:												
S No.	Item Description	Units	Qty required for Type B 1715 Sft BHK club house	Qty required for Type A 1715 Sft 3BHK flat	Qty required for Type B 1715 Sft BHK club house	Qty required for Type A 1715 Sft 3BHK flat	Quantity required	Qty Available at site	Balance Qty to be ordered	Quantity in sft	Inward no	Date
1	Powder coated Z Angle 6'x4'	Nos	3		3		3	12	12	288.0		
2	Powder coated Z Angle 4'x3'	Nos	1		1		1	4	4	48.0		
3	Powder coated Z Angle 4'x4'	Nos	1		1		1	4	4	64.0		
4	Powder coated Z Angle 5'x4'	Nos	1		1		1	4	4	80.0		
	Total									480.0		
Note : Please issue the work order												

85143

APPROVED

04 FEB 2022

MINISH PARIKH

MANAGER PROCUREMENT

PURCHASE DIVISION
Advice for approval for credit to supplier

Date	7/2/22	Prepared by	Sueby	Serial no.	2176
Supplier name	Summit Sales LLP	HO inward no.			
Firm/Company	MMRKLUP	Project	GHT	HO received date	
PO/WO date	4/2/22	PO/WO No.	85143	Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1	22018	9/2/22	8,042.88 /-	☒ Yes ☐ No	
2				☐ Yes ☐ No	
3				☐ Yes ☐ No	
4				☐ Yes ☐ No	
Amount A - Bills total (Excluding Transport & Hamali Charges):				8,042.88 /-	
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report					
MRN nos.	188 103519		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:				8,042.88 /-	
Amount E - PO / WO value:				21,715.78 /-	
Amount F Difference (A - E)				13,672.9 /-	
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		28/2/22			
Remarks: Part bill -					
Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name	Sueby				
Sign:	Sueby				
Date	19/2/22				
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.

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

Mehta & Modi Realty Kowkur LLP

Sy No 196, Kowkur, Hyderabad, 500010

Invoice No 22018

Invoice Date 09-02-2022

PO No 85143

PO Date 04-02-2022

Req ID 73529

Req Date 03-02-2022

Loc Req No 141170

GSTIN: 36ABLFM7631F1Z3

PAN ABLFM7631F

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	8222 - Steel - other - Ms Z Angle Templates - 4 ft X 3 04 nos		56	42.00	2,352.00	18	423.36
2	8225 - Steel - other - Ms Z Angle Templates - 4 ft X 4 04 nos		32	42.00	1,344.00	18	241.92
3	8220 - Steel - other - Ms Z Angle Templates - 5 ft x 4 04 nos		72	42.00	3,024.00	18	544.32
4	6189 - Miscellaneous - Hamali Charges - NA - Per		160	0.60	96.00	18	17.28
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

IGST

CGST

SGST

Total Taxable Amount

6,816.00

1,226.88

613.44

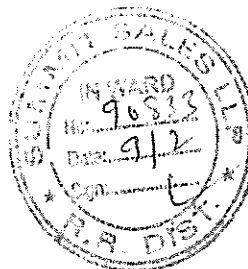
613.44

Total Invoice Amount

8,042.88

Rupees Eight Thousand Fourty Two and Paise Eighty Eight Only.

Subject to Hyderabad Jurisdiction



for Summit Sales LLP

Authorised signatory