

Form for closure of purchase order

|  |  |                   |   |                                       |                 |                |
|--|--|-------------------|---|---------------------------------------|-----------------|----------------|
| Data required from site/engineers: <i>part material received, close po</i>   |  |                   |   |                                       |                 |                |
| PO no.:  | <i>85146</i>   | PO date:          | <i>04/02/22</i>   | Req. no.:                             | <i>141172</i>   | Advice Scan ID |
| MRN nos. related to PO   | <i>103517</i>  |                   |   |                                       |                 |                |
| <input checked="" type="checkbox"/>  | Part material received.  |                   |   |                                       |                 |                |
| <input type="checkbox"/>   | Full material received.  |                   |   |                                       |                 |                |
| <input type="checkbox"/>   | Material not received.   |                   |   |                                       |                 |                |
| <input checked="" type="checkbox"/>  | Close PO – Balance material will be re-ordered by new requisition.   |                   |   |                                       |                 |                |
| <input type="checkbox"/>   | Cancel PO. Material not required.  |                   |   |                                       |                 |                |
| <input type="checkbox"/>   | Cancel PO. Material will be re-ordered by new requisition.   |                   |   |                                       |                 |                |
| <input type="checkbox"/>   | Keep PO open. Material required.   |                   |   |                                       |                 |                |
| <input type="checkbox"/>   | Keep PO open. Work under progress.   |                   |   |                                       |                 |                |
| Remarks by engineer: <i>part material received, close po</i>   |  |                   |   |                                       |                 |                |
| 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            |                |
| <i>K. Sneha</i>  | <i>snehaf</i>  | <i>05/04/22</i>   | <i>A. Subh</i>  | <i>[Signature]</i>                    | <i>05/04/22</i> |                |
| Data required from accounts:   |  |                   |   |                                       |                 |                |
| <input type="checkbox"/>   | Checked with E&D for receipt of bills.   |                   |   |                                       |                 |                |
| <input type="checkbox"/>   | Bills not received against this PO.  |                   |   |                                       |                 |                |
| <input type="checkbox"/>   | Part bill received against this PO. ✓  |                   | Bill nos.   | <i>22017 dt. 09-02-22 Amt. 7188/-</i> |                 |                |
| <input type="checkbox"/>   | All bills received against this PO.  |                   |   |                                       |                 |                |
| <input type="checkbox"/>   | Advance paid against this PO.  |                   | Amount paid   |                                       |                 |                |
| Remarks by Accountants: <i>part Bill Received</i>  |  |                   |   |                                       |                 |                |
| 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            |                |
| <i>S. R. P. [Signature]</i>  | <i>[Signature]</i>   | <i>21-02-2021</i> |   |                                       |                 |                |
| Advice by MD - action to be taken by purchase:   |  |                   |   |                                       |                 |                |
| <input checked="" type="checkbox"/>  | Get certified bill from supplier (not original).   |                   |   |                                       |                 |                |
| <input checked="" type="checkbox"/>  | Prepare bill in SLLP for material supplied.  |                   |   |                                       |                 |                |
| <input checked="" type="checkbox"/>  | Get proof of delivery from site.   |                   |   |                                       |                 |                |
| <input checked="" type="checkbox"/>  | Barcoded PO missing – get certified copy from Accounts.  |                   |   |                                       |                 |                |
| <input checked="" type="checkbox"/>  | Thereafter, prepare advice to credit to supplier and send to HO for processing.  |                   |   |                                       |                 |                |
| <input checked="" type="checkbox"/>  | Close PO   |                   | <input type="checkbox"/>                                  | Keep PO open. Material awaited        |                 |                |
| <input type="checkbox"/>   | Send barcoded PO to MDs desk. PO to be closed thereafter.  |                   |   |                                       |                 |                |
| <input type="checkbox"/>   | Accounts to be reconciled with supplier. Suppliers ledger required from 1.4.2021.  |                   |   |                                       |                 |                |
| <input type="checkbox"/>   | Accounts to be reconciled with supplier. Suppliers ledger required from 1.4.2020.  |                   |   |                                       |                 |                |
| <input type="checkbox"/>   | 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. |                   |   |                                       |                 |                |
| <input type="checkbox"/>   | E&D to check receipt of bill and enter comments below.   |                   |   |                                       |                 |                |
| <input type="checkbox"/>   | Details of material supplied and balance material to be supplied is required.  |                   |   |                                       |                 |                |
| Remarks:   |  |                   |   |                                       |                 |                |
|  |  |                   |   |                                       |                 |                |
| Prepared by  |  |                   | Sign  |                                       |                 |                |
|  |  |                   |   |                                       |                 |                |

*[Signature]*

**APPROVED BY**  
Date  
**28 APR 2022**  
**SOHAM MODI**  
MANAGING DIRECTOR

# 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

|                   |                         |        |
|-------------------|-------------------------|--------|
| <b>Doc No</b>     | 85146                   | 141172 |
| <b>Doc Date</b>   | 04-02-2022              |        |
| <b>Quote No</b>   | Nil                     |        |
| <b>Quote Date</b> | 04-02-2022              |        |
| <b>SupplyType</b> | 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<br>12 nos      | 240.00 | 42.00 | 0.00 | 18.00 | 11,894.40        |
| 2 8183 - Steel - other - MS Z Angle Templates - NA - Rft<br>2'6" x 3'0 - 06 nos  | 66.00  | 42.00 | 0.00 | 18.00 | 3,270.96         |
| 3 8183 - Steel - other - MS Z Angle Templates - NA - Rft<br>5'6" x 4'0 - 03 nos  | 57.00  | 42.00 | 0.00 | 18.00 | 2,824.92         |
| 4 6189 - Miscellaneous - Hamali Charges - NA - Per Rft                           | 365.00 | 0.60  | 0.00 | 18.00 | 257.00           |
| <b>Total Order Value . . .</b>   |        |       |      |       | <b>18,247.28</b> |
| Rupees : Eighteen Thousand Two Hundred Fourty Seven and Paise Twenty Eight Only. |        |       |      |       |                  |

**Terms and Conditions :-**

|                          |  |
|--------------------------|--|
| <b>Specification /</b>   | 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.  |
| <b>Payment Terms</b>     | After Delivery & Production of bill  |
| <b>Tax</b>               | All taxes included in above price.   |
| <b>Delivery Date</b>     | Within 4days.  |
| <b>Delivery Location</b> | Greenwood Heights<br>Sy no: 196, Kowkur.<br>Phone. 040-66335551  |
| <b>Penalty For Delay</b> | Nil  |
| <b>Transportation</b>    | Included in the above price.   |
| <b>Warranty</b>          | 1 year on workmanship  |
| <b>Advance Paid</b>      | Nil  |
| <b>Other Terms</b>       | We reserve the right to reject items not conforming to quality and specifications. Above order for A- 301 to 303.  |
| <b>Completion Date</b>   | Nil  |
| <b>Measurement</b>       | Payment will be made as per measurement of laid and fixed material. Wastage at suppliers cost.   |
| <b>Security</b>          | Supplier shall be responsible for security and storage of material at site at its risk and cost.   |
| <b>Remarks</b>           | '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

Page(s) 1 Of 1

04-02-2022 13:52:17



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-500005  
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     | 85146                   | 141172 |
| 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<br>12 nos     | 240.00 | 42.00 | 0.00 | 18.00 | 11,894.40        |
| 2 8183 - Steel - other - MS Z Angle Templates - NA - Rft<br>2'6" x 3'0 - 06 nos | 66.00  | 42.00 | 0.00 | 18.00 | 3,270.96         |
| 3 8183 - Steel - other - MS Z Angle Templates - NA - Rft<br>5'6" x 4'0 - 03 nos | 57.00  | 42.00 | 0.00 | 18.00 | 2,824.92         |
| 4 6189 - Miscellaneous - Hamali Charges - NA - Per Rft                          | 363.00 | 0.60  | 0.00 | 18.00 | 257.00           |
| <b>Total Order Value . . .</b>  |        |       |      |       | <b>18,247.28</b> |

Rupees : Eighteen Thousand Two Hundred Fourty Seven and Paise Twenty 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 4days.

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- 301 to 303.

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.    | 22017    | 9/2/22   | 7,188.32/- |
| 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.                                    | 141172                         | Req. Date           | 03 February 2022                                |  |   |  |                   |                       |                           |                 |           |      |
| Material required before                    | 10 February 2022               | ID no.              | 73531   |  |   |  |                   |                       |                           |                 |           |      |
| Prepared by:                                | A Suresh                       | Approved by (sign): |   |  |   |  |                   |                       |                           |                 |           |      |
| Flat / Block no:                            | A - Flat no 301 to 303         |                     |   |  |   |  |                   |                       |                           |                 |           |      |
| Name of the Supplier :                      | SSLLP                          |                     |   |  |   |  |                   |                       |                           |                 |           |      |
| Type A 1715 Sft 3BHK Order Value:           | 3                              |                     |   |  |   |  |                   |                       |                           |                 |           |      |
| 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                 | 4   | 4  | 4   | 4  | 12                | -                     | 12                        | 288.0           |           |      |
| 2   | Powder coated Z Angle 2'6"x 3' | nos                 | 2   | 2  | 2   | 2  | 6                 | -                     | 6                         | 72.0            |           |      |
|   | Powder coated Z Angle 5'6"x4'  | nos                 | 1   | 1  | 1   | 1  | 3                 | -                     | 3                         | 360.0           |           |      |
|   | Total                          |                     |   |  |   |  |                   |                       |                           |                 |           |      |
| Note : Please issue the work order          |                                |                     |   |  |   |  |                   |                       |                           |                 |           |      |


  
**04 FEB 2022**  
 MANISH PARIKH  
 MANAGER PROCUREMENT

85146

**PURCHASE DIVISION**  
Advice for approval for credit to supplier

| Date: 12/2/22  |                  | Prepared by: Sneh |   | Serial no. 2177   |  |
|--|------------------|-------------------|---|---|--|
| Supplier name: Summit Sales LLP  |                  |                   |   | HO inward no.   |  |
| Firm/Company: MMRK LLP   |                  | Project: GHT      |   | HO received date  |  |
| PO/AWO date: 11/2/22   |                  | PO/AWO No. 85116  |   | Scan ID.  |  |
| Sl no.   | Bill no.         | Bill date         | Bill amount   | Original attached   |  |
| 1.   | 92017            | 9/2/22            | 7,188.32 /-   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |  |
| 2.   |                  |                   |   | <input type="checkbox"/> Yes <input type="checkbox"/> No            |  |
| 3.   |                  |                   |   | <input type="checkbox"/> Yes <input type="checkbox"/> No            |  |
| 4.   |                  |                   |   | <input type="checkbox"/> Yes <input type="checkbox"/> No            |  |
| Amount A - Bills total (Excluding Transport & Hamali Charges):   |                  |                   |   | 7,188.32 /-   |  |
| Proof of delivery by way of: <input type="checkbox"/> DCs/bill <input type="checkbox"/> Steel report <input type="checkbox"/> RMC pour report <input type="checkbox"/> Solid block report <input type="checkbox"/> Installation report |                  |                   |   |   |  |
| MRN nos.   |                  |                   | Proof of delivery matches MRN   |   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Amount B - Other Credits : Transportation charges  |                  |                   |   | -   |  |
| Amount C - Other Debits :  |                  |                   |   | -   |  |
| Amount D (D=A+B-C) - Amount to be credited to the supplier:  |                  |                   |   | 7,188.32 /-   |  |
| Amount E - PO / WO value   |                  |                   |   | 18,247.28 /-  |  |
| Amount F Difference (A - E)  |                  |                   |   | 11,058.96 /-  |  |
| Quantity received as per PO /WO  |                  |                   | <input type="checkbox"/> Yes <input type="checkbox"/> Excess received <input type="checkbox"/> Short received <input checked="" type="checkbox"/> Part received |   |  |
| Close PO / WO  |                  |                   | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No - wait for balance material <input type="checkbox"/> Other                                  |   |  |
| Payment - due date   |                  |                   | 28/2/22   |   |  |
| Remarks: Part bill -   |                  |                   |   |   |  |
| Approved by  | Purchase Officer | Purchase Manager  | MD  | Accountant  | Accounts Manager   |
| Name:  | Sneh             |                   |   |   |  |
| Sign:  | Sneh             |                   |   |   |  |
| Date   | 12/2/22          |                   |   |   |  |
| 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**

ORIGINAL INVOICE

#5-4-187/3 & 4, II Floor, Soham Mansion, M.G Road, Secunderabad - 500005

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.  | 22017      |
| Invoice Date | 09-02-2022 |
| PO No.       | 85146      |
| PO Date      | 04-02-2022 |
| Req ID       | 73531      |
| Req Date     | 03-02-2022 |
| Loc Req No   | 141172     |

GSTIN: 36ABLFM7631F1Z3

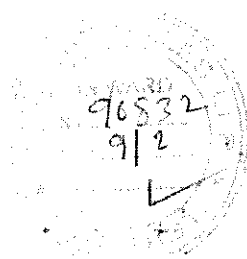
PAN: ABLFM7631F

|    | Description of Goods   | HSN/SAC | Qty | Rate  | Gross    | Tax% | Tax Amt |
|----|--|---------|-----|-------|----------|------|---------|
| 1  | 8219 - Steel - other - Ms Z Angle Templates - 6 ft x 4 1/2 nos         |         | 20  | 42.00 | 840.00   | 18   | 151.20  |
| 2  | 8183 - Steel - other - MS Z Angle Templates - NA - 2'6" x 3'0 - 06 nos | 7216    | 66  | 42.00 | 2,772.00 | 18   | 498.96  |
| 3  | 8183 - Steel - other - MS Z Angle Templates - NA - 5'6" x 4'0 - 03 nos | 7216    | 57  | 42.00 | 2,394.00 | 18   | 430.92  |
| 4  | 6189 - Miscellaneous - Hamali Charges - NA - Per                       |         | 143 | 0.60  | 85.80    | 18   | 15.44   |
| 5  |  |         |     |       |          |      |         |
| 6  |  |         |     |       |          |      |         |
| 7  |  |         |     |       |          |      |         |
| 8  |  |         |     |       |          |      |         |
| 9  |  |         |     |       |          |      |         |
| 10 |  |         |     |       |          |      |         |
| 11 |  |         |     |       |          |      |         |
| 12 |  |         |     |       |          |      |         |
| 13 |  |         |     |       |          |      |         |
| 14 |  |         |     |       |          |      |         |
| 15 |  |         |     |       |          |      |         |

|      |        |        |                      |          |          |
|------|--------|--------|----------------------|----------|----------|
| IGST | CGST   | SGST   | Total Taxable Amount | 6,091.80 | 1,096.52 |
|      | 548.26 | 548.26 | Total Invoice Amount | 7,188.32 |          |

Rupees : Seven Thousand One Hundred Eighty Eight and Paise Thirty Two Only.

for Summit Sales LLP



Authorised signatory

Subject to Hyderabad Jurisdiction