Form for closure of purchase order

Data required from site/engineers:	part material Received, close po.						
PO no.:	84420	PO date:	11/01/22	Req. no.:	140998	Advice Scan ID	
MRN nos. related to PO	102957						

☑	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, close po.

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. Suresh	[signature]	05/03/4/22

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.	21770 dt. 29-01-22 Amt. 12,064/-
☐	All bills received against this PO.		
☐	Advance paid against this PO.	Amount paid	

Remarks by Accountants: Part Bill 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. Nagamallesh	[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 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

APPROVED BY
28 APR 2022
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

 05-04-2022 10:28:05 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

GSTIN 36ACQFS2044C1Z7
040-66335551 9618244433

Doc No	84420	140998
Doc Date	11-01-2022	
Quote No	Nil	
Quote Date	20-11-2021	
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	8183 - Steel - other - MS Z Angle Templates - NA - Rft *2'6" x 3'0 - 06 nos*	45.00	42.00	0.00	18.00	2,230.20
3	8183 - Steel - other - MS Z Angle Templates - NA - Rft *5'6" x 4'0 - 03 nos*	66.00	42.00	0.00	18.00	3,270.96
4	6189 - Miscellaneous - Hamali Charges - NA - Per Rft	351.00	0.60	0.00	18.00	248.51
					Total Order Value . . .	**17,644.07**

Rupees : Seventeen Thousand Six Hundred Fourty Four and Paise Seven 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
Penality 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 Flat no. A- 101 to 103.
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

 11-01-2022 14:28:19

84420
08.01.22 11:42:54

opy

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**	84420	140998
	Doc Date	11-01-2022	
GSTIN 36ACQFS2044C1Z7	**Quote No**	Nil	
040-66335551 9618244433	**Quote Date**	20-11-2021	
	SupplyType	Supply	

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

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Tax	All taxes included in above price.
Delivery Date	Within 4days.
Delivery Location	Greenwood Heights Sy no: 196, Kowkur. Phone. 040-66335551
Penality 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 Flat no. A- 101 to 103.
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.'

SUPPLY DETAILS

		Bill Dt.	Amount
	21770	29/01/22	12,064/-
4.			
5.			

Bal/- Amt/- 5,580/-
01/2/22

For *Mehta & Modi Realty Kowkur LLP*
Authorised Signatory
11/01/2022
Name : ______________

Name : ______________

Accepted the above Terms And Conditions
For *Summit Sales LLP*

Date : __/__/____

Requisition Form - Poweder coated Z -Angles												
Company		MMR KOWKUR LLP		Site & Phase		GHT						
Req. no.		140998		Req. Date		07 January 2022						
Material required before		10 January 2022		ID no.		72724						
Prepared by:		A Suresh		Approved by (sign):								
Flat / Block no:		A - Flat no 101 to 103										
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	12	-	12	288.0		
2	Powder coated Z Angle 2'.6"x 3'	nos	2		2	2	6		6	72.0		
	Powder coated Z Angle 5'.6"x4'	nos	1		1	1	3		3	360.0		
	Total											
	Note : Please issue the work order											

APPROVED

11 JAN 2022

MINISH PARIKH
MANAGER PROCUREMENT

Suuro

PURCHASE DIVISION

Advice for approval for credit to supplier

Date	01/02/2022	Prepared by	Hitesh	Serial no	2012
Supplier name	SSLLP			HO inward no	
Firm/Company	Hoskote & Modi Realty Ventures LLP	Project	G+17	HO received date	
PO/WO date	11/01/2022	PO/WO No	811420	Scan ID	

Sl no	Bill no	Bill date	Bill amount	Original attached
1	21770	28/01/2022	12,064/-	☑ Yes ☐ No
2				☐ Yes ☐ No
3				☐ Yes ☐ No
4				☐ Yes ☐ No

Amount A - Bills total (Excluding Transport & Hamali Charges)		12,064/-	
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report			
MRN nos	102957	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		12,064/-	
Amount E - PO / WO value		17614/-	
Amount F - Difference (A - E)		5,550/-	
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	02/02/2022		
Remarks	Part Quantity received.		

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name					
Sign		01 FEB 2022			
Date					
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

ORIGINAL 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

Customer Details

Mehta & Modi Realty Kowkur LLP

Sy No. 196, Kowkur, Hyderabad, 500010

GSTIN : 36ABLFM7631F1Z3 PAN ABLFM7631F

Invoice No.	21770
Invoice Date	29-01-2022
PO No	84420
PO Date	11-01-2022
Req ID	72724
Req Date	07-01-2022
Loc Req No	140998

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	8219 - Steel - other - Ms Z Angle Templates - 6 ft x 4 12 nos		240	42.00	10,080.00	18	1,814.40
2	6189 - Miscellaneous - Hamali Charges - NA - Per		240	0.60	144.00	18	25.92
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST			
	920.16	920.16	Total Taxable Amount	10,224.00	1,840.32
			Total Invoice Amount	12,064.32	

Rupees : Twelve Thousand Sixty Four and Paise Thirty Two Only.

SUMMIT SALES LLP INWARD No. 96255 Date 29/01 Sign. R.R. DIST.

Subject to Hyderabad Jurisdiction

for Summit Sales LLP

Authorised signatory