Form for closure of purchase order

Data required from site/engineers:	part material Received. Close po.						
PO no.:	84316	PO date:	08/01/2022	Req. no.:	140993	Advice Scan ID	
MRN nos. related to PO	103085						

☑	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]	05/04/2022

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.	21850 dt. 02-02-22 Amt. 32,922/-
☐	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. Nagaraj	[signature]	21-04-2022			

Advice by MD - action to be taken by purchase:

☑	~~Get certified bill from supplier~~ (not original).		
☐	~~Prepare bill in SSLLP~~ for material supplied.		
☐ X	~~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

Page(s) 1 of 1 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	**Doc No**	84316	140993
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	08-01-2022	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	08-01-2022	
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	9068 - Tiles - Other - NA - Boxes *Marbo opera beige 4'x2'*	116.00	697.50	0.00	18.00	95,473.80
2	9059 - Tiles - Vitrified Floor Tiles - 2 ft x 2 ft - Boxes *Tagus*	64.00	579.00	0.00	18.00	43,726.08
					Total Order Value . . .	**139,199.88**

Rupees : One Lakh(s) Thirty Nine Thousand One Hundred Ninty Nine and Paise Eighty Eight Only.

Terms and Conditions :-

Specification / Branded tiles Rate per sft is Rs 42 includeds GST, Each box contain 2 tiles.

Payment Terms After delivery and production of bill

Tax Included in the above prices

Delivery Date With in a day

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

Penality For Delay Nil

Transportation Nil

Warranty Nil

Advance Paid Nil

Other Terms We reserve the rights to reject the items if not as speicified, damage is in suppliers account, above order is for B block corridor , 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 : __/__/____

DELIVERY CHALLAN

SUMMIT SALES LLP

5-4-187/3 & 4 II Floor, M.G. Road, secunderabad - 500 003.
Tel : 040 - 6633 5551

M/s Mehta & Modi Realty
Kowkur LCP
Site: ~~Mo~~ G.H.T

DC No. 4312
Date : 01/02/2022
Vehicle No. : TS10 UD 3123
P.O. / W.O. No. : 84316
P.O. / W.O. Date : 8-01-2022

Sl. No.	PARTICULARS	Quantity
1	Marbo Opera Beige 4' x 2'	40 Box's
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
		40 Box's

12046 01/02/22
103285
15:57

GSTIN :

Received the above materials in good condition.

Received by : Sonesh

Stamp:

Date : 01/02/2022

For SUMMIT SALES LLP

01/02/2022

Authorised Signatory

Purchase Order

84316
08.01.22 11:42:53

 11-Jan-22 1:44:04 PM

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	**Doc No**	84316	140993
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	08-01-2022	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	08-01-2022	
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	9068 - Tiles - Other - NA - Boxes *Marbo opera beige 4'x2'*	116.00	697.50	0.00	18.00	95,473.80
2	9059 - Tiles - Vitrified Floor Tiles - 2 ft x 2 ft - Boxes *Tagus*	64.00	579.00	0.00	18.00	43,726.08
				Total Order Value . . .		**139,199.88**

Rupees : One Lakh(s) Thirty Nine Thousand One Hundred Ninty Nine and Paise Eighty Eight Only.

Terms and Conditions :-

Specification / Brand	Branded tiles Rate per sft is Rs 42 includeds GST, Each box contain 2 tiles.
Payment Terms	After delivery and production of bill
Tax	Included in the above prices
Delivery Date	With in a day
Delivery Location	Greenwood Heights Sy no: 196, Kowkur. Phone. 040-66335551
Penality For Delay	Nil
Transportation Cost	Nil
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the rights to reject the items if not as speicified, damage is in suppliers account, above order is for B block corridor , 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..

PART DELIVERY DETAILS

S.no.	Bill no.	Bill Dt.	Amount
1.	21850	2/2/22	32,922/-
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 -Large Tile

Company	MMR KOWKUR LLP		Site & Phase	GHT	
Req. no.	140993		Req. Date	07 January 2022	
Material required before	09 January 2022		ID no.	72721	
Prepared by:	A Suresh		Approved by (sign):		
Flat / Block no:	B Block Corridor				
Name of the supplier	SSLLP				
Required for	2	Floor			

8/8/16

S No.	Item Description	Units	Qty required per villa	No of flats	Quantity required	Qty Available at site	Balance Qty to be ordered	Inward No	Date
1	Marbo Opera Beige Large tile (4' X 2')	Sft	900.0	2	1,800.0	-	1,800.0	116	
2	Tigos Gold Virtrified tile (2 ' x 2')	Sft	500.0	2	1,000.0		1,000.0	64	
			1,400.0		2,800.0		2,800.0		
							-		
							-		

APPROVED
07 JAN 2022
P. PRABHAKAR
Sr. MANAGER PURCHASE

APPROVED BY
10 JAN 2022
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

 08-01-2022 15:17:33 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**	84316	140993
	Doc Date	08-01-2022	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	08-01-2022	
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	9068 - Tiles - Other - NA - Boxes *Marbo opera beige 4'x2'*	116.00	697.50	0.00	18.00	95,473.80
2	9059 - Tiles - Vitrified Floor Tiles - 2 ft x 2 ft - Boxes *Tagus*	64.00	579.00	0.00	18.00	43,726.08
					Total Order Value . . .	**139,199.88**

Rupees : One Lakh(s) Thirty Nine Thousand One Hundred Ninty Nine and Paise Eighty Eight Only.

Terms and Conditions :-

APPROVED BY
10 JAN 2022
SOHAM MODI
MANAGING DIRECTOR

Specification / Brand	Branded tiles Rate per sft is Rs 42 includeds GST, Each box contain 2 tiles.
Payment Terms	After delivery and production of bill
Tax	Included in the above prices
Delivery Date	With in a day
Delivery Location	Greenwood Heights Sy no: 196, Kowkur. Phone. 040-66335551
Penality For Delay	Nil
Transportation Cost	Nil
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the rights to reject the items if not as speicified, damage is in suppliers account, above order is for B block corridor , 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 MDs APPROVAL
- [ ] High Value/quantity beyond limits.
- [x] Po/Req. processed-post approval.
- [ ] Approval for technical details/clarification.
- [ ] Replenishing SSLLP stock
- [ ] Other

For *Mehta & Modi Realty Kowkur LLP*
Authorised Signatory

Name : ____________

Contact

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

Name : ____________

Date : __/__/____

PURCHASE DIVISION
Advice for approval for credit to supplier

Date	3/2/22	Prepared by	T.D. Murugan	Serial no.	2331
Supplier name	Sowmiya Sales LLP			HO inward no.	
Firm/Company	MMRK LLP	Project	GHT	HO received date	
PO/WO date	8/1/22	PO/WO No.	8496	Scan ID.	

Sl no	Bill no	Bill date	Bill amount	Original attached
1	21850	2/2/22	32,922-00	☑ ~~Yes~~ ☐ No
2				☐ Yes ☐ No
3				☐ Yes ☐ No
4				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	32,922-00
Proof of delivery by way of: ☑ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	

MRN nos.:	108085	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:	32,922-00
Amount E – PO / WO value:	1,39,200-00
Amount F – Difference (A – E):	1,06,278-00
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	7/2/22
Remarks: Part bill received.	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	T.D. Murugan				
Sign	[signature]	03 FEB 2022			
Date	3/2/22				
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

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

Invoice No	21850
Invoice Date	02-02-2022
PO No.	84316
PO Date	08-01-2022
Req ID	72721
Req Date	07-01-2022
Loc Req No	140993

GSTIN : 36ABLFM7631F1Z3 PAN ABLFM7631F

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	9068 - Tiles - Other - NA - Boxes Marbo opera beige 4'x2'		40	697.50	27,900.00	18	5,022.00
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST			
	2,511.00	2,511.00	Total Taxable Amount	27,900.00	5,022.00
			Total Invoice Amount	32,922.00	

Rupees : Thirty Two Thousand Nine Hundred Twenty Two Only.

SUMMIT SALES LLP
IN WARD
No. 9452
Date: 2/2
Sign:
R.R. DIST.

for Summit Sales LLP

Subject to Hyderabad Jurisdiction

Authorised signatory