Form for closure of purchase order

Data required from site/engineers:	part material Received, material Required.						
PO no.:	85931	PO date:	25/02/22	Req. no.:	141218	Advice Scan ID	
MRN nos. related to PO	104255						

☑	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, material Required.

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	H. Suresh	[signature]	05/04/22

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.	22373 dt. 01-03-22 Amt. 38232/-
☐	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
[illegible]	[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
		[signature]

APPROVED BY
28 APR 2022
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

 05-04-2022 10:21:34 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**	85931	141218
	Doc Date	25-02-2022	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	25-02-2022	
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	9109 - Tiles - Stained Concrete Beige - 600mm x 1200mm - Boxes	51.00	810.00	0.00	18.00	48,745.80
2	9104 - Tiles - Urbanwood natural - 200mm x 1200mm - Boxes	39.00	804.00	0.00	18.00	37,000.08
					Total Order Value . . .	**85,745.88**

Rupees : Eighty Five Thousand Seven Hundred Fourty Five and Paise Eighty Eight Only.

Terms and Conditions :-

Specification /	All items shall be Nitco brand Rate per Sft is Rs. 47.24 , including GST, Box sft is 11.62 .
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 right to reject items not conforming to quality and specifications, damage is in suppliers account, above order is for B 106 , purpose.
Completion Date	Nil
Measurment	Nil
Security	Collect the tiles from GMR Mallapur
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

 25-02-2022 16:49:25

85931
14.02.22 3:00:03

opy

From Company : **Mehta & Modi Realty Kowkur LLP**
5-4-187/3&4, II nd floor, MG Road, Soham Mansion, Secunderab
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**	85931	141218
	Doc Date	25-02-2022	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	25-02-2022	
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	9109 - Tiles - Stained Concrete Beige - 600mm x 1200mm - Boxes	51.00	810.00	0.00	18.00	48,745.80
2	9104 - Tiles - Urbanwood natural - 200mm x 1200mm - Boxes	39.00	804.00	0.00	18.00	37,000.08
					Total Order Value . . .	**85,745.88**

Rupees : Eighty Five Thousand Seven Hundred Fourty Five and Paise Eighty Eight Only.

Terms and Conditions :-

Specification / Brand	All items shall be Nitco brand Rate per Sft is Rs. 47.24 , including GST, Box sft is 11.62 .
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 right to reject items not conforming to quality and specifications, damage is in suppliers account, above order is for B 106 , purpose.
Completion Date	Nil
Measurment	Nil
Security	Collect the tiles from GMR Mallapur
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.'

APPROVED BY
28 FEB 2022
SOHAM MODI
MANAGING DIRECTOR

For MDs APPROVAL
☐ High Value/quantity beyond limits.
☑ Po/Req. processed-post approval.
☐ Approval for technical details/clarification.
☐ Replenishing SSLLP stock
☐ Other

PART DELIVERY DETAILS

	Bill no.	Bill Dt.	Amount
1.	22373	01/3/22	38,232.00
2.			
3.			

For *Mehta & Modi Realty Kowkur LLP*
Authorised Signatory

Name : ____________

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

Name : ____________

Date : __/__/____

Requisition Form -Large Tile

Company		MMR KOWKUR LLP		Site & Phase	GHT				
Req. no.		141218		Req. Date	25 February 2022				
Material required before		27 February 2022		ID no.	74141				
Prepared by:		A Suresh		Approved by (sign):					
Flat / Block no:		B- 106							
Name of the supplier		SSLLP							
Required for		1	Flats						
S No. 58931	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	Concrete Beige (4' X 2 ')	Sft	800.0	1	800.0	-	800.0	(51)	
2	Urbanwood Natrual (8" x 4')	Sft	600.0	1	600.0		600.0	29	
			1,400.0		1,400.0		1,400.0		
							-		
							-		

APPROVED
25 FEB 2022
P. PRABHAKAR
Sr. MANAGER PURCHASE

APPROVED BY
28 FEB 2022
SOHAM MODI
MANAGING DIRECTOR

PURCHASE DIVISION
Advice for approval for credit to supplier

Date	01/3/22	Prepared by	Ramya	Serial no.	2715
Supplier name	SSLLP			HO inward no	
Firm/Company	M&MRKLL	Project	G+11	HO received date	
PO/WO date	25/2/22	PO/WO No	85931	Scan ID	

Sl no	Bill no.	Bill date	Bill amount	Original attached
1	22373	01/3/22	38,232.00	☑ Yes ☐ No
2				☐ Yes ☐ No
3				☐ Yes ☐ No
4				☐ Yes ☐ No

Amount A - Bills total (Excluding Transport & Hamali Charges).	38,232.00
Proof of delivery by way of. ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	
MRN nos 104255	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	38,232.00
Amount E - PO / WO value.	85,745.00
Amount F – Difference (A – E)	47,513
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	07/3/22
Remarks.	– Part Bill –

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name	Ramya				
Sign.	R				
Date	01/3/22				
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

#5-4-187/3 & 4, II Floor, Soham Mansion, M.G.Road, Secunderabad - 500003

Email: purchase@modiproperties.com

ORIGINAL INVOICE

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	22373
Invoice Date	01-03-2022
PO No	85931
PO Date	25-02-2022
Req ID	74141
Req Date	25-02-2022
Loc Req No	141218

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	9109 - Tiles - Stained Concrete Beige - 600mm x		40	810.00	32,400.00	18	5,832.00
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST			
			Total Taxable Amount	32,400.00	5,832.00
	2,916.00	2,916.00	Total Invoice Amount	38,232.00	

Rupees : Thirty Eight Thousand Two Hundred Thirty Two Only.

for Summit Sales LLP

Subject to Hyderabad Jurisdiction

SUMMIT SALES LLP
INWARD
91758
1|3|22

Authorised signatory