Form for closure of purchase order

Data required from site/engineers:	Material not Received, close po						
PO no.:	85292	PO date:	08/02/22	Req. no.:	141167	Advice Scan ID	
MRN nos. related to PO							
☐	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:	Material not 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. Sult	[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.	
☐	All bills received against this PO.		
☐	Advance paid against this PO.	Amount paid	
Remarks by Accountants:			

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

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.		
☐ X	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
20 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	**Doc No**	85292	141167
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	08-02-2022	
	Quote No	nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	08-02-2022	
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	9105 - Tiles - Grigio Serena - 600mm x 1200mm - Boxes	51.00	672.33	0.00	18.00	40,460.82
2	9104 - Tiles - Urbanwood natural - 200mm x 1200mm - Boxes	48.00	804.00	0.00	18.00	45,538.56
	Total Order Value . . .					**85,999.38**

Rupees : Eighty Five Thousand Nine Hundred Ninty Nine and Paise Thirty Eight Only.

Terms and Conditions :-

Specification /	All items shall be Nitco brand Rate per Sft is Rs. 47.24 , including GST.
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 Villa 308 , 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

Page(s) 1 Of 1   08-02-2022 15:55:19

85292
31.01.22 4:53:34

Copy

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	**Doc No**	85292	141167
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	08-02-2022	
	Quote No	nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	08-02-2022	
040-66335551 9618244433	**SupplyType**	Supply	

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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 Villa 308 , 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

Name : ____________________

Contact - -

Accepted the above Terms And Conditions

For *Summit Sales LLP*

Name : ____________________

Date : __/__/____

Purchase Order

 08-02-2022 14:45:40 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**	85292	141167
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	08-02-2022	
	Quote No	nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	08-02-2022	
040-66335551 9618244433	**SupplyType**	Supply	

Kind Attn : Hamendra,Prabhakar

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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 Villa 308 , 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
08 FEB 2022
SOHAM MODI
MANAGING DIRECTOR

For *Mehta & Modi Realty Kowkur LLP*
Authorised Signatory

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

Name : ______________ Name : ______________ Date : __/__/____

Contact - -

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
Requisition Form -Large Tile									
Company		MMR KOWKUR LLP		Site & Phase	GHT				
Req. no.		141167		Req. Date	01 February 2022				
Material required before		10 February 2022		ID no.	73478				
Prepared by:		A Suresh		Approved by (sign):		APPROVED 02 FEB 2022			
Flat / Block no:		B- 308							
Name of the supplier		SSLLP							
Required for		1	Flats						
1	Grigio polished Large tile (4' X 2')	Sft	800.0	1	800.0	-	800.0	51	
2	Urbanwood Natrual (8" x 4')	Sft	750.0	1	750.0		750.0	48	
			1,550.0		1,550.0		1,550.0		
							-		
							-		