Form for closure of purchase order

PO no.: 93219	PO date: 26-10-22	Req. no.: 170320	Advice Scan ID
Barcoded PO available ☑Y/□ N	Invoice original available □Y/☑N /□Copy available	POD available □Y/☑N	

Data required from site/engineers:

MRN nos. related to PO: 113986, 113989

☑ 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:

Notes: 1. Provide details of material received by way of separate attachment. 2. Provide scanned copy of DCs/proof of delivery + PO. 3. Provide copies of invoices if available. 4. This entire set to be scanned and sent to Ravi.

Prepared by: SANDEEP Sign: [signature] Date: 11/03/2023

Data required from accounts:

□ Checked with E&D for receipt of bills.

□ Bills not received against this PO. ☑ Part bill received against this PO. □ All bills received against this PO.

☑ Advance paid against this PO Amount paid: 7,02,336/- Date of payment: 27/10/22

Details of part bill received:

Sl. No.	Bill no.	Bill date	Bill amount	Cr. given to supplier
1.	F2222404827[illegible]	12/11/22	6,47,031	
2.	F2222404834[illegible]	13/11/22	6,47,031	
3.				

Remarks by Accountants:

Prepared by: Lavya D Sign: [signature] Date: 13/3/23

Notes: 1. POs/WOs issued for turnkey works - may have been processed by E&D. Check before filling the above.

Prepared by: Sign: Date:

Remarks by Ravi + details of bills to be approved:

Sl. No.	Bill no.	Bill date	Bill amount	MRN no.
1.				
2.				
3.				

Remarks: close this PO.

Prepared by: Ravi Sign: [signature] Date: 15/3/23.

Advice by MD - action to be taken.

□ Get certified bill from supplier (not original). □ Prepare bill in SSLLP for material supplied.

□ Thereafter, prepare advice for credit to supplier and send to Soham for processing.

☑ Close PO □ Keep PO open. Material awaited

□ Accounts to be reconciled with supplier. Get supplier's ledger.

Remarks:

Approved by: Soham Sign: Date:

APPROVED BY
16 [illegible]
SOHAM MODI
MANAGING DIRECTOR

Form for closure of purchase order dt 09-03-23 ver5.docx

Purchase Order

 12-11-2022 11:17:25

93219
18.10.22 2:23:36

From Company : **Summit Sales LLP**
5-4-187/3&4,II nd floor,MG Road, Secunderabad-500003.
G S T No. : 36ACQFS2044C1Z7

Supplier Details			
Cera Sanitaryware LTD	**Doc No**	93219	170320
#643, 3rd & 4th floor, Mytri Heights, Road No. 36, Jubilee Hills, Adj to Madhapur Metro Station, Hyderabad, T.S. 500033	**Doc Date**	26-10-2022	
	Quote No	Nil	
GSTIN 36AABCM9244N1ZZ	**Quote Date**	28-06-2022	
9618000755	**SupplyType**	Supply	

Kind Attn : Mr. Shiva Prasad Goud

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	197000 - TLFL-Tiles - Tiles-Floor Tiles-Basalt Beige-Cera - 600X1200mm - Sqm *1200 boxes, 18600 sft* B-144	1,728.00	344.44	0.00	18.00	702,326.94
2	394300 - TLFL-Tiles - Tiles-Floor Tiles-Caneite Beige-Cera - 600X1200mm - Sqm *1200 boxes, 18600 sft* B-144.	1,728.00	344.44	0.00	18.00	702,326.94
	Total Order Value . . .					**1,404,653.88**

Rupees : Fourteen Lakh(s) Four Thousand Six Hundred Fifty Three and Paise Eighty Eight Only.

Terms and Conditions :-

Specification / Brand	All items shall be of 'CERA' brand. Rate per sft is Rs 32+18% GST, Transportation Rs. 7.80+5% extra box sft is 15.50, No. of tiles in each box 2pcs.
Payment Terms	50% advance payment, balance after delivery
Tax	GST is included in the above prices
Delivery Date	Within 15days.
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
Penality For Delay	Nil
Transportation Cost	Extra @Rs. 7.80+5% per sft - 37200 sft x 8.19/- = 3,04,668-00 to be paid after delivery.
Warranty	Nil
Advance Paid	Rs.7,02,336/-(Including Insurance) to be pay RTGS.
Other Terms	We reserve the right to reject items not conforming to quality and specifications, damages are in suppliers accounts.Above order is for SSLLP replenishing stock purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	One trucks load is of 15000sft approx., Transit insurence Extra@0.6/- per sft.

APPROVED BY
12 NOV 2022
SOHAM MODI
MANAGING DIRECTOR

PART DELIVERY DETAILS

S.no.	Bill no.	Bill Dt.	Amount
1.	2222 4048 271	12/11/22	6,47,031/-
2.	2222404834[illegible]	13/11/22	6,47,031/-
3.			
4.			
5.			12,94,062/-

Note:- Balance 288 Boxes supplier cannot delivery as Prabhakar comments. so PO to be closed

For *Summit Sales LLP*

Authorised Signatory

Name :

Name :

Accepted the above Terms And Conditions

For *Cera Sanitaryware LTD*

Bal. 110,592/-

Date : __/__/____

Requisition Form						
Company Name:	SSLLP	Date:	25.10.2022			
Site & Phase :	SSLLP-GMR	Time:				
Unit No./Block No.						
Supplier:		Req. No.	170320			
Material required before date:		ID No.	80832			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	TLFL3943-Tiles-Floor Tiles-Canceite Beige-Cera-600X1200MM-Sqm	1728	0	1728		
2	TLFL1970-Tiles-Floor Tiles-Basalt Beige-Cera-600X1200MM-Sqm	1728	0	1728		
3						
4	93219					
5						
6						
7						
8						
9						
10						
Remarks:	For Stock Repleneshing purpose.					
	Engineer	Project Manager		Purchase		MD
Prepared By:	Ramya					
Approved By:	Prabhakar					
Sign & Date:						

APPROVED
26 OCT 2022
P. PRABHAKAR
Sr. MANAGER PURCHASE