Form for closure of purchase order

PO no.:	89316	PO date:	26-06-22	Req. no.:	169912	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	109878, 111437, 111441, 112659, 113614, 114408 & 114410.	
☑ 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: P. Prabhakar	Sign: [signature]	Date: 15/3/23
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: 2,50,331/-	Date of payment: 17/6/22.
Details of part bill received:		

Sl. No.	Bill no.	Bill date	Bill amount	Cr. given to supplier
1.	1931	20/7/22	5,76,371	
2.	2488	29/8/22	4,45,782	
3.	2975	25/10/22	5,90,410	
4.	3291	4/11/22	4,75,088	
5.	3716	28/11/22	1,02,334	
6.	3684	25/11/22	39,450	

Remarks by Accountants:

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

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 P.O

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 MAR 2023
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

 25-06-2022 13:49:14

89316
07.06.22 12:13:54

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

Supplier Details

Bath Store		**Doc No**	89316 169912
171/B,Eshwaripuri Colony Near Netaji Nagar X Road HT Lane Sainipuri Sec - 500094		**Doc Date**	26-06-2022
		Quote No	Nil
GSTIN 36AJSPP8724H1ZJ		**Quote Date**	12-04-2022
27113200	9885329687/9014880200	**SupplyType**	Supply

Kind Attn : Mr. Srinivas

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	9070 - Tiles - Bathroon wall tiles - Ultra sprinkle DK - 10 IN X 15 IN X 8 pieces - Boxes	2,161.00	221.18	0.00	18.00	564,004.58
2	9092 - Tiles - Bathroom floor - Maharaja Off white - 12 in X 12 in X 12 in - Boxes	457.00	461.00	0.00	18.00	248,598.86
3	9083 - Tiles - Balcony or kitchen dado country rosso - 12 in X 12 in X 12 pieces - Boxes	1,000.00	477.60	0.00	18.00	563,568.00
4	9080 - Tiles - Utility floor or Kitchen dado country almond - 12 in X 12 in X 12 pieces - Boxes	1,000.00	477.60	0.00	18.00	563,568.00
5	9084 - Tiles - Balcony country chocklet - 12 in X 12 in X 12 pieces - Boxes	1,000.00 420 (P)	477.60	0.00	18.00	563,568.00
					Total Order Value . . .	**2,503,307.44**

Rupees : Twenty Five Lakh(s) Three Thousand Three Hundred Seven and Paise Fourty Four Only.

Terms and Conditions :-

Specification / Brand	Brand is Nitco Wall tiles box sft is8.08, box qty is8tiles, rate32.30 per/sft for 10"x15", floor tiles12"x12" box sft is 11.82 rate per sft 46.81 & 2x2 box sft is 15.50 rate per sft 42.45 incl. GST.
Payment Terms	10% as advance & balance on delivery of material and receipt of invoice. Advance paid to be proportionately deducted
Tax	All taxes included in above price.
Delivery Date	Deliver at 1 load per month from 1st August to 31st December 2022.
Delivery Location	SSLLP-GMR
	Phone
Penality For Delay	Nil
Transportation Cost	Nil
Warranty	Nil
Advance Paid	Rs. 2,50,331-00, by cheque.................. dated
Other Terms	We reserve the right to reject items not conforming to quality and specifications, breakages if any suppliers account above order is for Stock replenishing 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.'

Apd Pending 22/09/22

Books of accounts verified and no bills wrt this PO were received by accounts
Name: D Larop
Sign:
Date: 1/12/22

PART DELIVERY DETAILS

S.no.	Bill no.	Bill Dt.	Amount
		28/7	57637/-
1.	193	29/08/99	4,45782/-
2.	2488	15/10/22	5,90,410/-
3.	2975	4/11/22	4,75,088/-
	3291	28/11/22	1,02,334/-
	3716		

PART DELIVERY DETAILS

S.no.	Bill no.	Bill Dt.	Amount
1.	3684	25/11/22	39,450/-
2.			17,07,011/-
3.			
4.			
5.			Bal - 792,606/-

For *Summit Sales LLP*
Authorised Signatory

Name :

Accepted the above Terms And Conditions
For *Bath Store*

Name :
Date : __/__/__

20-06-2022 14:27:08

Estimate/Draft PO

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

Supplier Details

Bath Store

171/B,Eshwaripuri Colony Near Netaji Nagar X Road HT Lane Sainipuri Sec - 500094

GSTIN 36AJSPP8724H1ZJ

27113200

9885329687/9014880200

Doc No	89316	169912
Doc Date	20-06-2022	
Quote No	Nil	
Quote Date	12-04-2022	
SupplyType	Supply	

Kind Attn : Mr. Srinivas

Estimate/Draft PO for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
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Specification / Brand Brand is Nitco Wall tiles box sft is8.08, box qty is8tiles, rate32.30 per/sft for 10"x15", floor tiles12"x12" box sft is 11.62 rate per sft 46.81 & 2'x2' box sft is 15.50 rate per sft 42.45 incl. GST.

Payment Terms 10% as advance & balance on delivery of material and receipt of invoice. Advance paid to be proportionately deducted

Tax All taxes included in above price.

Delivery Date Deliver at 1 load per month from 1st August to 31st December 2022.

Delivery Location SSLLP-GMR

Phone.

get best rate!

APPROVED BY
20 JUN 2022
SOHAM MODI
MANAGING DIRECTOR

Penality For Delay Nil

Transportation Cost Nil

Warranty Nil

Advance Paid Rs. 2,50,331-00, by cheque..................dated...................

Other Terms We reserve the right to reject items not conforming to quality and specifications, breakage is in suppliers account above order is for Stock replenishing 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 ***Summit Sales LLP***

Authorised Signatory

Name : ____________________

Accepted the above Terms And Conditions

For ***Bath Store***

Name : ____________________

Date : __/__/____

Requisition Form						
Company Name:	SUMMIT SALES LLP					
Site & Phase :	SSLLP - GMR	Date:	20-06-2022			
Supplier:		Time:	12:30			
Material required before		Req. No.	169912			
		ID No.	77352			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	TLWL5760-Tiles-Wall Tiles-Ceramic-Nitco-Ultra Sprinkle DK -250X375mm-sqm					
2	TLFL7281-Tiles-Floor Tiles-Ceramic-Nitco-Maharaja Off white-300X300mm-sqm	2543	382	2161		
3	TLWF4995-Tiles-Wall & Floor Tiles-Ceramic-Nitco-Country Rosso -300X300mm-sqm	703	246	457		
4	TLWF7116-Tiles-Wall & Floor Tiles-Ceramic-Nitco-Country Almond -300X300mm-sqm	1000	0	1000		
5	TLWF6008-Tiles-Wall & Floor Tiles-Ceramic-Nitco-Country Chocolet -300X300mm-sqm	1000	0	1000		
6		1000	0	1000		
7		6246	628	5618		
8						
9						
10						
Remarks:	Above order for stock replenishing purpose.					
	Engineer					
Prepared By:	T.D. Murthy	Project Manager		Purchase		MD
Approved By:						
Sign & Date:	20-06-2022					

APPROVED BY
20 JUN 2022
SOHAM MODI
MANAGING DIRECTOR