Form for closure of purchase order

PO no.:	94414.	PO date:	26/11/22	Req. no.:	184845.	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		
□ 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: Meenakshi	Sign:	Date: 11/03/23
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:	Date of payment:

Details of part bill received:

Sl. No.	Bill no.	Bill date	Bill amount	Cr. given to supplier
1.				
2.				
3.				

Remarks by Accountants: Bills not received against this P.O		
Prepared by: B. Sudheer	Sign: Sudheer	Date: 14/03/23
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: Cancel this P.O		
Prepared by: Ravi	Sign:	Date: 15/03/23.
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

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

Purchase Order

 16-02-2023 13:17:17 Original / Office Copy / Purchase Div.Copy

From Company : **Serene Constructions LLP**
5-4-187/374,ii Floor,M.G.Road,Secunderabad-500 003.
G S T No. : 36ACVFS7909P1ZV

Supplier Details			
Summit Sales LLP	**Doc No**	94414	184845
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	26-11-2022	
	Quote No	nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	25-11-2022	
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	732900 - TLFL-Tiles - Floor Tiles-Vitrified-Ispira-Carrara - 600x1200mm - sqm *101 Boxes*	146.00	560.81	0.00	18.00	96,616.35
					Total Order Value . . .	**96,616.35**

Rupees : Ninty Six Thousand Six Hundred Sixteen and Paise Thirty Five Only.

Terms and Conditions :-

Specification /	Brand Nitco, Ispiria.
Payment Terms	After delivery
Tax	GST included in the above prices
Delivery Date	With in a day
Delivery Location	Silver Oak Villas Part III Sy .No.11,12,14,15,16,17,18 , 294 Phone. 0
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, above order is for Villa no.152 flooring tiles work 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 ***Serene Constructions LLP***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ____________

Name : ____________

Date : __/__/____

Purchase Order

26-11-2022 2:29:20 PM

94414
16.11.22 3:28:16

From Company : **Serene Constructions LLP**
5-4-187/374,ii Floor,M.G.Road,Secunderabad-500 003.
G S T No. : 36ACVFS7909P1ZV

Supplier Details

Summit Sales LLP
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad

GSTIN 36ACQFS2044C1Z7
040-66335551 9618244433

Doc No	94414	184845
Doc Date	26-11-2022	
Quote No	nil	
Quote Date	25-11-2022	
SupplyType	Supply	

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	732900 - TLFL-Tiles - Floor Tiles-Vitrified-Ispira-Carrara - 600x1200mm - sqm *101 Boxes*	146.00	560.81	0.00	18.00	96,616.35
					Total Order Value . . .	**96,616.35**

Rupees : Ninty Six Thousand Six Hundred Sixteen and Paise Thirty Five Only.

Terms and Conditions :-

Specification /	Brand Nitco, Ispiria.
Payment Terms	After delivery
Tax	GST included in the above prices
Delivery Date	With in a day
Delivery Location	Silver Oak Villas Part III Sy .No.11,12,14,15,16,17,18 , 294 Phone. 0
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, above order is for Villa no.152 flooring tiles work 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 *Serene Constructions LLP*
Authorised Signatory

Vannu 26/11/22

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

Name : ____________

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	Serene Construction LLP		
Site & Phase :	SOV-III		
Unit No./Block No.	Flooring tiles for villa no 152	Date:	25-11-2022
Supplier:	SSLLP	Time:	14:00
Material required before date:			
		Req. No.	184845
	30-11-2022	ID No.	81883

S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	TILE6387-Tiles-Floor Tiles-Vitrified-Ispira Carrara-600x1200mm-Sqm 94414. 101	146	0	146		
2						
3						
4						
5						
6						
7						
8						
9						
10						

Remarks:	Flooring tiles for villa no 152			
	Engineer	Project Manager	Purchase	MD
Prepared By:	B.Meenakshi Goud			
Approved By:	K.Purshotham			
Sign & Date:	25-11-2022		APPROVED 26 NOV 2022 P. VENKATESHWARLU MANAGER PURCHASE	