

Form for closure of purchase order

PO no.: 94386.	PO date: 26/11/23	Req. no.: 18483)	Advice Scan ID	
Barcoded PO available <input type="checkbox"/> Y/ <input type="checkbox"/> N	Invoice original available <input type="checkbox"/> Y/ <input type="checkbox"/> N/ <input type="checkbox"/> Copy available	POD available	<input type="checkbox"/> Y/ <input type="checkbox"/> N	
Data required from site/engineers:				
MRN nos. related to PO				
<input type="checkbox"/> Part material received.	<input type="checkbox"/> Full material received.	<input checked="" type="checkbox"/> Material not received.		
<input type="checkbox"/> Close PO – Balance material will be re-ordered by new requisition.				
<input checked="" type="checkbox"/> Cancel PO. Material not required.		<input type="checkbox"/> Cancel PO. Material will be re-ordered by new requisition		
<input type="checkbox"/> Keep PO open. Material required.		<input type="checkbox"/> 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 DC's/proof of delivery + PO. 3. Provide copies of invoices if available. 4. This entire set to be scanned and sent to Ravi.				
Prepared by: Manohar	Sign:	Date: 11/03/23		
Data required from accounts:				
<input type="checkbox"/>	Checked with E&D for receipt of bills.			
<input checked="" type="checkbox"/> Bills not received against this PO.	<input type="checkbox"/> Part bill received against this PO.	<input type="checkbox"/> All bills received against this PO.		
<input type="checkbox"/> 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 -HS P.O				
Prepared by: R. Sudheer	Sign:	Date: 14/02/23		
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: 15/07/23		
Advice by MD - action to be taken.				
<input type="checkbox"/>	Get certified bill from supplier (not original).	<input type="checkbox"/> Prepare bill in SSLLP for material supplied.		
<input type="checkbox"/>	Thereafter, prepare advice for credit to supplier and send to Soham for processing.			
<input checked="" type="checkbox"/>	Close PO	<input type="checkbox"/>	Keep PO open. Material awaited	
<input type="checkbox"/>	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

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	94386	184831
Doc Date	26-11-2022	
Quote No	nil	
Quote Date	24-11-2022	
SupplyType	Supply	

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 732100 - TLFL-Tiles - Floor Tiles-Vitrified-Ispira-Urban Wood Natural - 200x1200mm - sqm 45 Boxes	65.00	599.00	0.00	18.00	45,943.30
2 732900 - TLFL-Tiles - Floor Tiles-Vitrified-Ispira-Carrara - 600x1200mm - sqm 13 Boxes	20.00	560.81	0.00	18.00	13,235.12
Total Order Value . . .					59,178.42

Rupees : Fifty Nine Thousand One Hundred Seventy Eight and Paise Fourty Two 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

Penalty 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.163 laying 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

Page 1 of 1

26-11-2022 2:29:20 PM

Or



16.11.22 3:26:22

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	94386	184831
	Doc Date	26-11-2022	
	Quote No	nil	
	Quote Date	24-11-2022	
	SupplyType	Supply	

Kind Attn : Hamendra,Prabhakar

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Total Order Value . . .					59,178.42

Rupees : Fifty Nine Thousand One Hundred Seventy Eight and Paise Fourty Two 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
Penalty 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.163 laying 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

Handwritten signature and date 26/11/22

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

Name : _____

Name : _____

Date : ___/___/___

Requisition Form

Company Name: SCLIP

Site & Phase: SOV-III

Unit No. Block No:

Supplier:

Material required: Urgent

before date:

Date: 24.11.22

Time: 11.50

Req. No. 184831

ID No. 81880

94366

Qty required at site

Qty available

Order Qty

Inward No

Inward Date

S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	TLEI 7321 - Tiles-Floor Tiles-Vitrified-Ispita-Urban Wood Natural-200x1200MM-sqm	65 sq.m	0	65 sq.m		
2	TLEI 7329 - Tiles-Floor Tiles-Vitrified-Ispita-Carrara-600x1200MM-sqm	20 sq.m	0	20 sq.m		
3						
4						
5						
6						
7						
8						
9						
10						

Remarks: For V no 163

Engineer

G. Chandrakanth

Project Manager

Purchase Manager

APPROVED

26 NOV 2022

P. VENKATESHWARLU
MANAGER PURCHASE

Sign & Date: