Form for closure of purchase order

PO no.: 91939	PO date:	14/09/22	Req. no.:	184617	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 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: B. 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 PO

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

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	**Doc No**	91939	184617
	Doc Date	14-09-2022	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	12-09-2022	
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	638700 - TLFL-Tiles - Floor Tiles-Vitrified-Ispira-Urban Wood Dark - 200x1200mm - sqm *56 boxes*	80.00	599.00	0.00	18.00	56,545.60
					Total Order Value . . .	**56,545.60**

Rupees : Fifty Six Thousand Five Hundred Fourty Five and Paise Sixty Only.

Terms and Conditions :-

Specification /	Brand will be Nitco for wall tiles box sft is 8.07 and flooring is 11.62 sft.
Payment Terms	After delivery and production of bill
Tax	GST included in the above prices
Delivery Date	With 1 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, Damage is in suppliers account, above order is for v. no 180 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 : __/__/____

Contact - -

Purchase Order

 15-09-2022 10:19:57 AM

91939
01.09.22 11:06:46

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	**Doc No**	91939	184617
	Doc Date	14-09-2022	
GSTIN 36ACQFS2044C1Z7	**Quote No**	Nil	
040-66335551 9618244433	**Quote Date**	12-09-2022	
	SupplyType	Supply	

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	638700 - TLFL-Tiles - Floor Tiles-Vitrified-Ispira-Urban Wood Dark - 200x1200mm - sqm *56 boxes*	80.00	599.00	0.00	18.00	56,545.60
					Total Order Value . . .	**56,545.60**

Rupees : Fifty Six Thousand Five Hundred Fourty Five and Paise Sixty Only.

Terms and Conditions :-

Specification /	Brand will be Nitco for wall tiles box sft is 8.07 and flooring is 11.62 sft.
Payment Terms	After delivery and production of bill
Tax	GST included in the above prices
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Delivery Location	Silver Oak Villas Part III Sy .No.11,12,14,15,16,17,18 , 294 Phone. 0
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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

Venu 15/09/22

Name : ____________________

Contact - -

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ____________________

Date : __/__/____

Requisition Form						
Company Name:	SCLLP	Date:	12-09-2022			
Site & Phase :	SOV-III	Time:	10:49			
Flat/Block no.	V no 180					
Supplier:		Req. No.	184617			
Material required before date:	Urgent	ID No.	79692			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	TLFL6387-Tiles-Floor Tiles-Vitrified-Ispira-Urban Wood Dark-200x1200MM-sqm	80 sq.m	0	80 sq.m		
2						
3						
4	91939					
5						
6						
7						
8						
9						
10						
Remarks:	For V no 180					
	Engineer	Project Manager		Purchase		MD
Prepared By:	G.chandra kanth					
Approved By:						
Sign & Date:						

APPROVED
15 SEP 2022
P. VENKATESHWARLU
MANAGER PURCHASE