Form for closure of purchase order

PO no.: 95573		PO date:	29/12/22	Req. no.:	175566	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: Cancel Po. material not received to Site.

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: A. Sravani	Sign: Sravani	Date: 10/3/23

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:	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:

Prepared by: D. Lavanya	Sign:	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: 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

 09-02-2023 10:26:01 Original / Office Copy / Purchase Div.Copy

From Company : **Nilgiri Estates**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003.
G S T No. : 36AAHFN0766F1ZA

Supplier Details			
Summit Sales LLP 5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc No**	95573	175566
	Doc Date	29-12-2022	
	Quote No	nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	28-12-2022	
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	396700 - TLWL-Tiles - Floor Tiles-Ceramic-Nitco-Ultra Sprinkle HL - 250X375mm - sqm *16 Boxes*	12.00	294.66	0.00	18.00	4,172.39
2	458000 - TLWL-Tiles - Wall Tiles-Ceramic-Nitco-Ultra Sprinkle LT - 250X375mm - sqm *33 Boxes*	25.00	294.66	0.00	18.00	8,692.47
3	576000 - TLWL-Tiles - Wall Tiles-Ceramic-Nitco-Ultra Sprinkle DK - 250X375mm - sqm *36 Boxes*	27.00	294.66	0.00	18.00	9,387.87
4	142800 - TLWL-Tiles - Wall Tiles-Ceramic-Nitco-Luna DK - 250X375mm - sqm *36Boxes*	27.00	294.66	0.00	18.00	9,387.87
5	584200 - TLWL-Tiles - Floor Tiles-Ceramic-Nitco-Luna HL - 250X375mm - sqm *16Boxes*	12.00	294.66	0.00	18.00	4,172.39
6	933000 - TLWL-Tiles - Wall Tiles-Ceramic-Nitco-Luna LT - 250X375mm - sqm *33 Boxes*	25.00	294.66	0.00	18.00	8,692.47
7	127200 - TLFL-Tiles - Wall Tiles-Ceramic-Nitco-Maharaja Beige - 300X300mm - sqm *11 Boxes*	12.00	427.00	0.00	18.00	6,046.32
8	728100 - TLFL-Tiles - Wall Tiles-Ceramic-Nitco-Maharaja Off white - 300X300mm - sqm *11 Boxes*	12.00	427.00	0.00	18.00	6,046.32
				Total Order Value . . .		**56,598.09**

Rupees : Fifty Six Thousand Five Hundred Ninty Eight and Paise Nine Only.

Terms and Conditions :-

Specification / Brand	All items shall be of Nitco & Ispira brand/company
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Next Day.
Delivery Location	Nilgiri Estate Sy.No.143/133/134/135/136, Rampally Village. Phone. 9030931172
Penality For Delay	Nil
Transportation Cost	Nil
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications.Above order for Bathroom tiles laying work purpose in 10 rooms

Cancel

For ***Nilgiri Estates***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ______________ Name : ______________ Date : __/__/____

Purchase Order

 09-02-2023 10:26:01 Original / Office Copy / Purchase Div.Copy

	work purpose.
Completion Date	NA
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 invoice must be sent to HO office or purchase site office, proof of delivery/DC can be sent by email.

For ***Nilgiri Estates***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ______________________

Name : ______________________

Date : __/__/____

Purchase Order

 29-12-2022 3:13:08 PM

95573
27.12.22 3:28:16

From Company : **Nilgiri Estates**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003.
G S T No. : 36AAHFN0766F1ZA

Supplier Details			
Summit Sales LLP 5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc No**	95573	175566
	Doc Date	29-12-2022	
	Quote No	nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	28-12-2022	
040-66335551 9618244433	**SupplyType**	Supply	

Kind Attn : Hamendra,Prabhakar

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				Total Order Value . . .		**56,598.09**

Rupees : Fifty Six Thousand Five Hundred Ninty Eight and Paise Nine Only.

Terms and Conditions :-

Specification / All items shall be of Nitco & Ispira brand/company

Payment Terms After Delivery & Production of bill

Tax All taxes included in above price.

Delivery Date Next Day.

Delivery Location Nilgiri Estate
Sy.No.143/133/134/135/136, Rampally Village.
Phone. 9030931172

Penality For Delay Nil

Transportation Nil

For MDs APPROVAL
☐ High Value/quantity beyond limits.
☑ Po/Req. processed-post approval.
☐ Approval for technical details/clarification
☐ Replenishing SSLLP stock
☐ Other

APPROVED BY
30 DEC 2022
SOHAM MODI
MANAGING DIRECTOR

For ***Nilgiri Estates***

Authorised Signatory

V ... 28/12

Name : ______ Name : ______

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Date : __/__/____

Purchase Order

 29-12-2022 3:13:08 PM

Original / Office Copy / Purchase Div.Copy

Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications.Above order for Bathroom tiles laying work purpose in 10 rooms work purpose.
Completion Date	NA
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 invoice must be sent to HO office or purchase site office, proof of delivery/DC can be sent by email.

For ***Nilgiri Estates***

Authorised Signatory

Name : Vasu

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ______________________

Date : __/__/____

Requisition Form						
Company Name:	NE					
Site & Phase :	NE	Date:	28.12.22			
Unit No./Block No.		Time:	12:10			
Supplier:						
Material required before date:	30.12.22	Req. No.	175566			
		ID No.	82938			
S No	Item 95573	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	TILE3967-Tiles-Wall Tiles-Metal-Nitco-Ultra Sprinkle HL -250X375MM-Sqm 16	12	0	12		
2	TILE4580-Tiles-Wall Tiles-Metal-Nitco-Ultra Sprinkle LT -250X375MM-Sqm 33	25	0	25		
3	TILE5760-Tiles-Wall Tiles-Metal-Nitco-Ultra Sprinkle DK -250X375MM-Sqm 36	27	0	27		
4	TILE1428-Tiles-Wall Tiles-Metal-Nitco-Luna DK-250X375MM-Sqm 36	27	0	27		
5	TILE5842-Tiles-Wall Tiles-Metal-Nitco-Luna HL -250X375MM-Sqm 16	12	0	12		
6	TILE9330-Tiles-Wall Tiles-Metal-Nitco-Luna LT -250X375MM-Sqm 38	25	0	25		
7	TILE1272-Tiles-Floor Tiles-Vitrified-Nitco-Maharaja Beige -300X300MM-Sqm 1 of 11	12	0	12		
8	TILE7281-Tiles-Floor Tiles-Vitrified-Nitco-Maharaja Off white-300X300MM-Sqm 11	12	0	12		
9						
10						
Remarks:	for bathroom tiles laying work purpose in 10 rooms .					
	Engineer	Project Manager	APPROVED 29 DEC 2022 P. VENKATESHWARLU MANAGER PURCHASE	Purchase		MD
Prepared By:	A.Sravani					
Approved By:	Vijay Raj					
Sign & Date:						