Form for closure of purchase order

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| PO no.: 90158 | PO date: | 18/7/22 | Req. no.: | 175517 | 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 the P.O

| | | |
|---|---|---|
| Prepared by: Ravi | Sign: | 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

 09-02-2023 10:36:16 Original / Office Copy / Purchase Div.Copy

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

| **Supplier Details** | | | |
|---|---|---|---|
| Summit Sales LLP<br>5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad | **Doc No** | 90158 | 175517 |
| | **Doc Date** | 18-07-2022 | |
| | **Quote No** | Nil | |
| **GSTIN** 36ACQFS2044C1Z7 | **Quote Date** | 15-07-2022 | |
| 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 | 107100 - TLFL-Tiles - Floor Tiles-Vitrified-Kajaria-Dyna - 600x1200mm - sqm<br>*69 Boxes* | 100.00 | 591.67 | 0.00 | 18.00 | 69,817.06 |
| | | | | | **Total Order Value . . .** | **69,817.06** |

Rupees : Sixty Nine Thousand Eight Hundred Seventeen and Paise Six Only.

Terms and Conditions :-

| | |
|---|---|
| **Specification / Brand** | Brand will be Kajaria, box sft is 15.5 two tiles in a box |
| **Payment Terms** | After delivery |
| **Tax** | GST included in the above prices |
| **Delivery Date** | With in a day |
| **Delivery Location** | Nilgiri Estate<br>Sy.No.143/133/134/135/136, Rampally Village.<br>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, Damage is in suppliers account, above order is for villa no 44 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.' |

Cancel.

For ***Nilgiri Estates***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ____________________

Name : ____________________

Date : __/__/____

# Purchase Order

 26-07-2022 15:44:53

90158
14.07.22 12:47:27

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<br>5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad<br><br>040-66335551<br>9618244433 | **Doc No** | 90158 | 175517 |
| | **Doc Date** | 18-07-2022 | |
| | **Quote No** | Nil | |
| | **Quote Date** | 15-07-2022 | |
| | **SupplyType** | Supply | |

**Kind Attn : Hamendra,Prabhakar**

Purchase Order for the Supply of following Items.

| | Item Name | Qty | Rate | Dis% | GST% | Amount |
|---|---|---|---|---|---|---|
| 1 | 107100 - TLFL-Tiles - Floor Tiles-Vitrified-Kajaria-Dyna - 600x1200mm - sqm<br>*69 Boxes* | 100.00 | 591.67 | 0.00 | 18.00 | 69,817.06 |
| | | | | | **Total Order Value . . .** | **69,817.06** |

Rupees : Sixty Nine Thousand Eight Hundred Seventeen and Paise Six Only.

Terms and Conditions :-

| | |
|---|---|
| **Specification /** | Brand will be Kajaria, box sft is 15.5 two tiles in a box |
| **Payment Terms** | After delivery |
| **Tax** | GST included in the above prices |
| **Delivery Date** | With in a day |
| **Delivery Location** | Nilgiri Estate<br>Sy.No.143/133/134/135/136, Rampally Village.<br>Phone. 9030931172 |
| **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 villa no **44** 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 ***Nilgiri Estates***

Authorised Signatory

Name : ____________________

Contact ..

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ____________________

Date : __/__/____

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Requisition Form | | | | | | | |
| Company Name: | NE | | | | | | |
| Site & Phase : | NE | Date: | 15-07-2022 | | | | |
| Supplier: | | Time: | | | | | |
| Material required before | Urgent | Req. No. | 175517 | | | | |
| | | ID No. | 78038 | | | | |
| S No | Item | Qty required | Qty available at site | Order Qty | Inward No | Inward Date | |
| 1 | TLFL1071-Tiles-Floor Tiles-Vitrified-Kajaria-Dyna-600x1200mm-sqm | 100 | 0 | 100 | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | 90158 | | | | | | |
| 5 | | | | | | | |
| 6 | | | | | | | |
| 7 | | | | | | | |
| 8 | | | | | | | |
| 9 | | | | | | | |
| 10 | | | | | | | |
| Remarks: | For Villa no 44 purpose.(as per md sir instructions ) | | | | | | |
| | | | | | | | |
| | Engineer | Project Manager | | Purchase | | MD | |
| Prepared By: | Swetha | | | | | | |
| Approved By: | | Vijay raj.G | | | | | |
| Sign & Date: | | | | | | | |

APPROVED
6 JUL 2022
P. PRABHAKAR
Sr. MANAGER PURCHASE