

Form for closure of purchase order

PO no.: 92331	PO date: 26/09/22	Req. no.: 193792	Advice Scan ID
Barcoded PO available ☒ Y/ ☐ N	Invoice original available ☐ Y/ ☐ N	Copy available ☐ Y/ ☐ N	POD available ☐ Y/ ☐ N
Data required from site/engineers:			
MRN nos. related to PO			
☐ Part material received.		☐ Full material received.	
☐ Close PO - Balance material will be re-ordered by new requisition.		☒ Material not received.	
☐ 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: material not received. close this po.			
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: Basaveshwari		Sign:	Date: 10/03/23
Data required from accounts:			
☐ Checked with E&D for receipt of bills.			
☒ Bills not received against this PO.		☐ Part bill received against this PO.	
☐ Advance paid against this PO		☒ All bills received against this PO.	
Amount paid:		Date of payment:	
Details of part bill received:			
Sl. No.	Bill no.	Bill date	Bill amount
1.			
2.			
3.			
Cr. given to supplier			
Remarks by Accountants:			
Prepared by: Rajyalaxshmi		Sign:	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
1.			
2.			
3.			
MRN no.			
Remarks: Bill received. Cancel this p.o.			
Prepared by: Ravi		Sign:	Date: 14/03/23
Advice by MD - action to be taken.			
☐ Get certified bill from supplier (not original).		☐ Prepare bill in SSLP for material supplied.	
☒ Thereafter, prepare advice for credit to supplier and send to Soham for processing.		☐ Close PO	
☐ Accounts to be reconciled with supplier. Get supplier's ledger.		☐ Keep PO open. Material awaited	
Remarks:			
Approved by: Soham		Sign:	Date:

APPROVED BY

SOHAM MODI
MANAGING DIRECTOR

Purchase Order

Page(s) 1 Of 2

09-02-2023 13:12:32

Original / Office Copy / Purchase Div.Copy

From Company : **Modi Reality Mallapur LLP**
5-4-187/3&3, II nd floor, Soham Mansion, MG Road, Secunderabad.
G S T No. : 36AAEFM1459R1ZP

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	92331	193792
Doc Date	26-09-2022	
Quote No	Nil	
Quote Date	13-09-2022	
SupplyType	Supply	

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 334500 - DOOR-Doors - Panel door-2Panel - - 975Wx2025Hmmx32mm - Nos	5.00	2,744.00	0.00	18.00	16,189.60
2 104100 - DOOR-Doors - Panel door-2Panel - - 825Wx2075Hmmx32mm - Nos	15.00	2,369.00	0.00	18.00	41,931.30
3 163900 - DOOR-Doors - Panel door-2Panel - - 675Wx2075Hmmx32mm - Nos	15.00	1,925.00	0.00	18.00	34,072.50
4 205800 - HARD-Hardware - SS Hinges-Per 1 piece-Dorset - - Nos	105.00	237.30	0.00	18.00	29,401.47
5 189800 - HARD-Hardware - SS Screws-CSK Head- - 8x32mm - Pkts	10.00	215.00	0.00	18.00	2,537.00
6 647800 - HARD-Hardware - Magnetic door stopper-- - - Nos	40.00	105.00	0.00	18.00	4,956.00
7 547600 - HARD-Hardware - Cylinderacal Lock--Dorset - - - Nos	36.00	589.05	0.00	18.00	25,022.84
8 854100 - HARD-Hardware - Mortise Lock--Dorset - - - Nos	5.00	2,350.00	0.00	18.00	13,865.00
9 673500 - DOOR-Doors - Internal beading-Salwood- - 2100Lx37.50Wx18.75Hmm - Nos	60.00	117.60	0.00	18.00	8,326.08
10 240300 - DOOR-Doors - Internal beading-Salwood- - 900Lx37.50Wx18.75Hmm - Nos	30.00	50.40	0.00	18.00	1,784.16
Total Order Value . . .					178,085.95

Rupees : One Lakh(s) Seventy Eight Thousand Eighty Five and Paise Ninty Five Only.

Terms and Conditions :-**Specification / Brand** Panel door with mango wood frame sft is Rs. 130+18% GST, Hardware material is Dorset**Payment Terms** After delivery and production of bill**Tax** Included in the above prices**Delivery Date** With in a day

Delivery Location Gulmohar Residency
Survey No 19, Mallapur, Hyderabad. NExt to NFC Railway Over Bridge
Phone. Contact: Security _____, 8309938133

Penalty For Delay NilFor **Modi Reality Mallapur LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Summit Sales LLP**

Name : _____

Name : _____

Date : __/__/__

Contact

Purchase Order

Transportation Cost	Nil
Warranty	One year on doors, 5 years on mortise lock, one year on other hardware items.
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications.Above order for C Block 401,404,405,406,407 , internal door fixing 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 invoice must be snet to HO office or purchase site office Proof of delivery /DC can be sent by email.

For **Modi Reality Mallapur LLP**
Authorised Signatory

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

Name : _____
Contact

Name : _____

Date : __/__/__

Requisition Form									
Company Name		MRM LLP		Date		24/09/22			
Site & Phase		GMR		Time		5:30			
Unit No./Block No.		C-Block -401,404,405,406,407							
Supplier				Req No.		193913			
Material required before date		Urgent		ID No		80043			
S No		Item		Qty required		Qty available at site		Order Qty Inward No Inward Date	
1	DOOR3345-Doors-Panel door-2Panel --975Wx2025HMMx32MM-Nos	✓	5	0	5				
2	DOOR1041-Doors-Panel door-2Panel --825Wx2075HMMx32MM-Nos	✓	15	0	15				
3	DOOR1639-Doors-Panel door-2Panel --675Wx2075HMMx32MM-Nos	✓	15	0	15				
4	HARD2058-Hardware-SS Hinges-Per 1 piece-Dorset--Nos	✓	105	0	105				
5	HARD1898-Hardware-SS Screws-CSK Head--8x32MM-Pkts	✓	10	0	10				
6	HARD6478-Hardware-Magnetic door stopper---Nos	✓	40	0	40				
7	HARD5476-Hardware-Cylindrical Lock--Dorset--Nos	✓	36	0	36				
8	HARD8541-Hardware-Mortise Lock--Dorset--Nos	✓	5	0	5				
9	DOOR6735-Doors-Internal beading-Salwood--2100Lx37.50Wx18.75HMM-Nos	✓	420	0	420				
10	DOOR2403-Doors-Internal beading-Salwood--900Lx37.50Wx18.75HMM-Nos	✓	90	0	90				
Remarks:		For C block-401,404,405,406,407 flats fixing work purpose at GMR							
Engineer									
Prepared By		Rajashkar							
Approved By									
Sign & Date									

APPROVED BY
 28 SEP 2022
 SOHAM MODI
 MANAGING DIRECTOR

APPROVED BY
 24 SEP 2022
 M. RAM PRASAD
 Project Manager

APPROVED
 24 SEP 2022
 P. PRABHAKAR
 PURCHASE MANAGER

VID

Purchase Order

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26-09-2022 16:13:01



92331

16.09.22 3:01:08

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5-4-187/3&3, II nd floor, Soham Mansion, MG Road, Secunderabad.
G S T No. : 36AAEFM1459R1ZP

Supplier Details

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

GSTIN : 36ACQFS2044C1Z7

040-66335551

9618244433

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Payment Terms : After delivery and production of bill

Tax : Included in the above prices

Delivery Date : With in a day

Delivery Location : Gulmohar Residency

Plot No 19, Mallapur, Hyderabad, NExt to NFC Railway Over Bridge

Phone : Contact: Secuny _____ Admin 9502211013

Penalty For Delay : Nil

For **Modi Reality Mallapur LLP**

Authorised Signatory

Name :



Name :

SOHAM MODI
MANAGING DIRECTOR

Accepted the above Terms And Conditions

For **Summit Sales LLP**

Date : _/_/

Purchase Order

Page(s) 2 of 2

26-09-2022 16:13:01

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Transportation Cost Nil

Warranty One year on doors, 5 years on mortise lock, one year on other hardware items.

Advance Paid Nil

Other Terms We reserve the right to reject items not conforming to quality and specifications. Above order for C Block 401,404,405,406,407, internal door fixing purpose.

Completion Date Nil

Measurement 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 HQ office or purchase site office Proof of delivery /DC can be sent by email.

For **Medi Reality Mallapur LLP**

Authorised Signatory



Name : _____

Accepted the above Terms And Conditions

For **Summit Sales LLP**

Name : _____

Date : __/__/__