

Form for closure of purchase order

PO no.:	91350	PO date:	26/08/22	Req. no.:	193731	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.		☒ 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: <i>material not received. close this PO</i>							
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: <i>Basaveshwari</i>		Sign: <i>[Signature]</i>		Date: <i>10/03/23</i>			
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: <i>Rajyalakshmi</i>		Sign: <i>[Signature]</i>		Date: <i>14/03/23</i>			
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: <i>Cancel this P.O</i>							
Prepared by: Ravi		Sign: <i>[Signature]</i>		Date: <i>15/03/23</i>			
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		☐		Keep PO open. Material awaited			
☐ Accounts to be reconciled with supplier. Get supplier's ledger.							
Remarks:							
Approved by: Soham		Sign:		Date: <i>16 MAR 23</i>			

APPROVED BY
16 MAR 23
SOHAM MODI
MANAGING DIRECTOR

Estimate/Draft PO

Page(s) 2 Of 2

09-02-2023 10:39:25 AM

Original / Office Copy / Purchase Div.Copy

Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the rights to reject the items if not as specified, damange is in suppliers account, above order is for flat no B-702 flooring 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 **Modi Reality Mallapur LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Summit Sales LLP**

Name : _____

Name : _____

Date : __/__/__

Estimate / Draft PO

Page(s) 1 Of 2

17-11-2022 10:47:19 AM



91350

17.08.22 12:59:51

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	91350	193731
Doc Date	26-08-2022	
Quote No	Nil	
Quote Date	26-08-2022	
SupplyType	Supply	

Kind Attn : Hamendra, Prabhakar

Estimate/Draft PO for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 578100 - TLFL-Tiles - Floor Tiles-Vitrified-Nitco-Bottochino Fiorito - 600x1200mm - sqm 27 boxes	40.00	592.63	0.00	18.00	27,972.14
2 482700 - TLFL-Tiles - Floor Tiles-Vitrified-Nitco-Traventine Carolina - 600x1200mm - sqm 23 boxes	34.00	592.63	0.00	18.00	23,776.32
3 301100 - TLFL-Tiles - Floor Tiles-Vitrified-Ispira-Urban Wood Light - 200x1200mm - sqm 23 boxes	33.00	599.00	0.00	18.00	23,325.06
4 461200 - TLFL-Tiles - Floor Tiles- -Ispira-Urban wood classic - 200X1200MM - Sqm 25 boxes	36.00	599.00	0.00	18.00	25,445.52
5 732100 - TLFL-Tiles - Floor Tiles-Vitrified-Ispira-Urban Wood Natural - 200x1200mm - sqm 27 boxes	40.00	599.00	0.00	18.00	28,272.80
6 499500 - TLWF-Tiles - Wall & Floor Tiles-Ceramic-Nitco-Country Rosso - 300X300mm - sqm 23 boxes	25.00	347.87	0.00	18.00	10,262.17
7 711600 - TLWF-Tiles - Wall & Floor Tiles-Ceramic-Nitco-Country Almond - 300X300mm - sqm 23 boxes	25.00	347.87	0.00	18.00	10,262.17
8 719900 - TLFL-Tiles - Floor Tiles-Vitrified-Ispira-Stained Concrete Bei - 600x1200mm - sqm 8 boxes	11.00	599.26	0.00	18.00	7,778.39
Total Order Value . . .					157,094.56
Rupees : One Lakh(s) Fifty Seven Thousand Ninty Four and Paise Fifty Six Only.					

Terms and Conditions :-

Specification /	All tiles brand will be Nitco, 600x1200 mm, vitrified tiles box sft is 15.5, 4 tiles in a box. Rate per sft is 36/-
Payment Terms	After delivery and production of bills
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	Nil
Transportation	Nil

For **Modi Reality Mallapur LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Summit Sales LLP**

Name : _____

Name : _____

Date : __/__/__

Estimate/Draft PO

Page(s) 2 Of 2

17-11-2022 10:47:19 AM

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Warranty

Nil

Advance Paid

Nil

Other Terms

We reserve the rights to reject the items if not as specified, damage is in suppliers account, above order is for flat no B-702 flooring 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 HQ office or purchase site office. Proof of delivery/DC can be sent by email.

For **Modi Reality Mallapur LLP**

Authorised Signatory

Name : _____

Accepted the above Terms And Conditions

For **Summit Sales LLP**

Name : _____

Date : __/__/__