Form for closure of purchase order

PO no.: 95323	PO date: 22-12-22	Req. no.: 170567	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: All Materil received.		

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: MINISH	Sign:	Date: 24/03/2023.

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.	723	13/2/23	1,27,833/-	Yes
2.	739	20/2/23	1,45,009/-	Yes
3.				
4.				
5.				
6.				

Remarks by Accountants:

Prepared by: Saroj.	Sign:	Date: 25/3/2023

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: All bills received in Accounts so close the P.O

Prepared by: Ravi	Sign:	Date: 27.03.23.

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
28 MAR 2023
SOHAM
MANAGING DIRECTOR

Purchase Order

 24-12-2022 16:59:47 Original / Office Copy / Purchase Div.Copy

From Company : **Summit Sales LLP**
5-4-187/3&4,II nd floor,MG Road, Secunderabad-500003.
G S T No. : 36ACQFS2044C1Z7

Supplier Details			
SM Corporation	Doc No	95323	170567
Gandhinagar ,Musheerabad,secundrabad.402,4th floor ,JMD Tapasvi,Near Hari Hara kala kshetram	Doc Date	22-12-2022	
	Quote No	nil	
GSTIN 36ACSFS7978P1ZL	Quote Date	14-12-2022	
9848171373 9848085222/9848018816	SupplyType	Supply	

Kind Attn : Prabhu Reddy

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	104100 - DOOR-Doors - Panel door-2Panel - - 825Wx2075Hmmx32mm - Nos *32"x82"*	22.00	2,277.96	0.00	18.00	59,135.84
2	331500 - DOOR-Doors - Panel door-2Panel - - 675Wx2025Hmmx32mm - Nos *26"x80"*	88.00	1,805.55	0.00	18.00	187,488.31
3	819400 - DOOR-Doors - Panel door-2Panel - - 825Wx2025Hmmx32mm - Nos *32"x80"*	10.00	2,222.22	0.00	18.00	26,222.20
	Total Order Value . . .					**272,846.35**

Rupees : Two Lakh(s) Seventy Two Thousand Eight Hundred Fourty Six and Paise Thirty Five Only.

Terms and Conditions :-

Specification /	All items shall be of good quality, with Masonite Skin,2 sides,2 Panels, with mango wood frame, thickness 32mm, Rate per sft is Rs147.50/- including GST
Payment Terms	100% as advance
Tax	All taxes included in above price.
Delivery Date	Within 10-15 days
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
Penality For Delay	Nil
Transportation	Extra
Warranty	one year
Advance Paid	2,72,846/-by RTGS/NEFT
Other Terms	We reserve the right to reject items not conforming quality and specifications.Above order for stock repleneshing 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 invoices must be send to HO office. Proof of delivery /DC can be sent by email.

For ***Summit Sales LLP***

Authorised Signatory

27/12/2022

Name : ______

Accepted the above Terms And Conditions

For ***SM Corporation***

Name : ______

Date : __/__/____

Estimate/Draft PO

 22-12-2022 16:19:26

95323
13.12.22 4:32:58

Div.Copy

From Company : **Summit Sales LLP**
5-4-187/3&4,II nd floor,MG Road, Secunderabad-500003.
G S T No. : 36ACQFS2044C1Z7

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SM Corporation	**Doc No**	95323	170567
Gandhinagar ,Musheerabad,secundrabad.402,4th floor ,JMD Tapasvi,Near Hari Hara kala kshetram	**Doc Date**	22-12-2022	
	Quote No	nil	
GSTIN 36ACSFS7978P1ZL	**Quote Date**	14-12-2022	
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For MDs APPROVAL
- [x] High Value/quantity beyond limits.
- [ ] Po/Req. processed-post approval.
- [ ] Approval for technical details/clarification.
- [ ] Replenishing SSLLP stock
- [ ] Other

APPROVED BY
23 DEC 2022
SOHAM MODI
MANAGING DIRECTOR

For *Summit Sales LLP*
Authorised Signatory
22/12/2022
Name :

Accepted the above Terms And Conditions
For *SM Corporation*
Name :

Date : __/__/____

Requisition Form							
Company Name:	SSLLP	Date:	14.12.22				
Site & Phase :	SHLLP	Time:					
Unit No./Block No.							
Supplier:		Req. No.	170567				
Material required before date:		ID No.	82693				
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date	
1	DOOR8917-Doors-Panel door-2Panel --825Wx2075Hmmx32mm-Nos 32 x 8 PO 095323	100	15	100			
2	DOOR8194-Doors-Panel door-2Panel --675Wx2075Hmmx32mm-Nos 20 x 82	40	19	40			
3	DOOR1639-Doors-Panel door-2Panel --675Wx2025Hmmx32mm-Nos 80 PO 095320	100	22	100			
4	DOOR9498-Doors-Panel door-2Panel --975Wx2025Hmmx32mm-Nos 38 x 80.	20	9	20			
5	DOOR1041-Doors-Panel door-2Panel --825Wx2025Hmmx32mm-Nos 32 x 80	10	8	10			
6							
7							
8							
9							
10							
Remarks:	For Stock Replenishing Purpose						
	Engineer	Project Manager		Purchase		MD	
Prepared By:	Asha jyothi				APPROVED BY		
Approved By:	Minish				16 DEC 2022		
Sign & Date:					SOHAM MODI MANAGING DIRECTOR		