Form for closure of purchase order

PO no.: 95317	PO date: 22-12-22	Req. no.: 170571	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:		

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.				
2.				
3.				
4.				
5.				
6.				

Remarks by Accountants:

Prepared by: Lavanya.	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: Part material received 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
28 MAR 2023
SOHAM MO...
MANAGING DIRECTOR

GST INVOICE

SFS HARDWARE
#30-26 3rd FLOOR PLOT NO 36
BURHANI HOUSING SOCIETY RTC COLONY
TRIMULGHEERY HYDERABAD 500-015
Mobile : 9550505717
Company's GSTIN: 36BJJPG3515K1Z6

Invoice No : 380
Delivery challan no :

Dated: 19-01-2023
Dated :

PO NO : **95317 - 170571**
PO Date : 22-12-2022

Buyer:
M/s. SUMMIT SALES LLP.
5-4-187/3 & 4, II FLOOR, SOHAM MANSION, MG ROAD
SECUNDERABAD - 500003
Buyer's GSTIN : 36ACQFS2044C1Z7

Despatched Through : **BY HAND / DRIVER**
Despatched Date : 19-01-23
State Code: **36**

S.No	Description of Goods	HSN	Quantity	Rate	GST %	Amount
1	SS SCREWS PAN HD SIZE: 6 X 32 100 PC PAC	7318	20.00 PAC	89.00	18.00%	1,780.00
2	SS SCREWS PAN HD SIZE: 6 X 50 100 PC PAC	7318	10.00 PAC	110.00	118.00%	1,100.00
3	SS SCREWS PAN HD SIZE: 8 X 32 100 PC PAC	7318	20.00 PAC	153.00	218.00%	3,060.00
	TRANSPORTATION CHARGES :					0.00
					TOTAL :	**5,940.00**

IN WARD
Inward No: 1900 20/01/23
MRN No:
Received By:
Ranjan Nath
SSLLP-GVDC

Received By
S.K. RAJU
6281929265

SUMMIT SALES LLP
IN WARD
No: 10485
Date: 27/1/23
Sign:
R.P. DIST.

Total Tax Amount: 1069.20	
CGST @ 9 %	534.60
SGST @ 9 %	534.60
Round off	-0.20
Grand Total	**7,009.00**

Amount Chargeable (in words)
Rs: SEVEN THOUSAND AND NINE ONLY

INWARD
Inward No. 19309 Dt: 21/1/23
MRN No: 116734 Dt:
Received By: Sign:
SUMMIT SALES LLP

Company's Bank Details
Current A/c No : 3719725147
Bank Name : CENTRAL BANK OF INDIA
IFSC Code : CBIN0283477
Branch : TRIMULGHEERY , HYD

Declaration
We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.
This is a computer generated Invoice / Subject to Secunderabad Juridiction.

For SFS HARDWARE

Authorised Signatory

Purchase Order

 22-12-2022 17:27:29

95317
13.12.22 4:32:58

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

Supplier Details			
SFS Hardware	**Doc No**	95317	170571
30-26,III Floor,Plot no 36,Burhani Housing Society,RTC Colony,Tirumulgery,Secunderabad-15	**Doc Date**	22-12-2022	
	Quote No	Nil	
GSTIN 36BJJPG3515K1Z6	**Quote Date**	14-12-2022	
9550505717	**SupplyType**	Supply	

Kind Attn : Mr Khuzem

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	432700 - HARD-Hardware - SS Screws -Pan Head- - 6x32mm - Pkts *100 no's per packet*	20.00	89.00	0.00	18.00	2,100.40
2	462400 - HARD-Hardware - SS Screws -Pan Head- - 6x50mm - Pkts *100 no's per packet*	10.00	110.00	0.00	18.00	1,298.00
3	189800 - HARD-Hardware - SS Screws-CSK Head- - 8x32mm - Pkts *100 no's per packet*	20.00	153.00	0.00	18.00	3,610.80
4	364700 - HARD-Hardware - SS Screws -Pan Head- - 8x38mm - Pkts *100 no's per packet*	20.00	98.00	0.00	18.00	2,312.80
5	709600 - HARD-Hardware - Wood screws -CSK- - 8x35mm - Pkts *100 no's per packet*	20.00	25.00	0.00	18.00	590.00
					Total Order Value . . .	**9,912.00**

Rupees : Nine Thousand Nine Hundred Twelve Only.

Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Next 3 Day.
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
Penality For Delay	Nil
Transportation	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	NIL
Other Terms	Payment will be made only after inspection of material.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

Name : 24/12/2022

Accepted the above Terms And Conditions
For ***SFS Hardware***

Name : __________

Date : __/__/____

Requisition Form						
Company Name:	SSLLP	Date:	14.12.22			
Site & Phase :	SHLLP	Time:				
Unit No./Block No.						
Supplier:		Req. No.	170571			
Material required before date:		ID No.	82697			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	HARD1945-Hardware-SS Screws -Pan Head--6x32mm-Pkts 93227	20	1	20		
2	HARD3593-Hardware-SS Screws -Pan Head--6x50mm-Pkts 4624	10	0	10		
3	HARD1916-Hardware-SS Screws-CSK Head--8x32mm-Pkts 1898 PO 95317	20	0	20		
4	HARD1982-Hardware-SS Screws -Pan Head--8x38mm-Pkts 3642	20	3	20		
5	HARD7650-Hardware-Wood screws -CSK--8x35mm-Pkts 708	20	25	20		
6	TOOL3390-Tools-Mesurment Tapes-Steel-Freemans- 5m-Nos PO 95299	20	10	20		
7	HARD4934-Hardware-Bombay Nails ---50mm-Kgs	25	5	25		
8	HARD2155-Hardware-Bombay Nails ---62.50mm-Kgs	25	9	25		
9	TOOL1467-Tools-Plastic Gampa ---425mm-Nos	60	43	60		
10						
Remarks:	For Stock Replenishing Purpose 93928					
	Engineer	Project Manager		Purchase		MD
Prepared By:	Asha jyothi					
Approved By:	Minish					
Sign & Date:						

APPROVED BY
16 DEC 2022
SOHAM MODI
MANAGING DIRECTOR