Form for closure of purchase order

Data required from site/engineers:							
PO no.:	91667	PO date:	7/9/2022	Req. no.:	184577.	Advice Scan ID	
MRN nos. related to PO	111511, 112938.						

☐	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: Material. Received fully.

Notes: 1. Provide details of material received by way of separate attachment. 2. Provide hardcopy of DCs/proof of delivery + PO. 3. Provide copies of invoices if available. 4. This entire set to be sent by way of hard copy to Ashaiya.

Prepared by	Sign	Date	Project manager	Sign	Date
Meenakshi	[signature]	16/2/23	K. purushothaman	[signature]	16/2/23.

Data required from accounts:

☐	Checked with E&D for receipt of bills.		
☐	Bills not received against this PO.		
☐	Part bill received against this PO.	Bill nos.	
☑	All bills received against this PO.		
☐	Advance paid against this PO.	Amount paid	

Remarks by Accountants: All bills are received against this P.O

Notes: 1. Pos issued for false ceiling and such works may have been processed by E&D. Check before filling the above.

Prepared by	Sign	Date	Accounts manager (approval required for PO more than 10k)	Sign	Date
B. Sudheer	Sudheer	17/02/23			

Advice by MD - action to be taken by purchase:

☒	Get certified bill from supplier (not original).		
☑	Prepare bill in SSLLP for material supplied.		
☒	Get proof of delivery from site.		
☒	Barcoded PO missing – get certified copy from Accounts.		
☑	Thereafter, prepare advice to credit to supplier and send to HO for processing.		
☑	Close PO	☐	Keep PO open. Material awaited
☒	Send barcoded PO to MDs desk. PO to be closed thereafter.		
☒	Accounts to be reconciled with supplier. Suppliers ledger required from 1.4.2021.		
☒	Accounts to be reconciled with supplier. Suppliers ledger required from 1.4.2020.		
☒	RMC supplier – suppliers ledger required from 1.4.2020. Process bill after thoroughly checking both the ledgers and all pour reports. Pour reports from day one to be thoroughly checked with Pos/Bills. Thereafter, prepare advice to credit to supplier and send to HO for processing. Close all open POs.		
☒	E&D to check receipt of bill and enter comments below.		
☒	Details of material supplied and balance material to be supplied is required.		

Remarks:

Prepared by	Sign	Date
		28 FEB 2023

APPROVED BY

SOHAM MODI
MANAGING DIRECTOR

DELIVERY CHALLAN

SUMMIT SALES LLP

5-4-187/3 & 4 II Floot, M.G. Road, secunderabad - 500 003.
Tel : 040 - 6633 5551

M/s Serene Constructions LLP

Site: Son part-III

DC No.	:	5154
Date	:	19/10/2021
Vehicle No.	:	AP 23 X 4931
P.O. / W.O. No.	:	91667
P.O. / W.O. Date	:	07/09/2021

Sl. No.	PARTICULARS	Quantity
1	Malaysian Brown DK	10 sqm
2	Malaysian Brown LT	8 "
3	Malaysian Brown HL	6 "
4	Jaipur Panna	6 "
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

INWARD
2898 19/10/21
112938 19/10/21
(Silver Oak Villas-Part III)

GSTIN :

Received the above materials in good condition.

Received by : Bitalapati

Date : 19/10/2021.

Stamp: M. Bikal pati

For SUMMIT SALES LLP

Authorised Signatory

DELIVERY CHALLAN

SUMMIT SALES LLP

5-4-187/3 & 4 II Floor, M.G. Road, secunderabad - 500 003.
Tel : 040 - 6633 5551

M/s Serene Constructions LLP

Site: SOU part-III

DC No.	: 4895
Date	: 09/09/2022
Vehicle No.	: TS 30 0780
P.O. / W.O. No.	: 91667/84577
P.O. / W.O. Date	: 07/09/2022

Sl. No.	PARTICULARS	Quantity
1	LUNA DK	18 Sqm
2	LUNA LT	16 Sqm
3	LUNA HL	7 "
4	Maharaja Beige	6 "
5	Ultra sprinkle DK	10 "
6	Ultra sprinkle LT	8 "
7	Ultra sprinkle HL	4 "
8	Maharaja off white	6 "
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		75 Sqm
20		

INWARD
Inward No: 2713 Dt: 9/9/22
MRN No: 11511 Dt: 9/9/22
Received By: Sign:
(Silver Oak Villas-Part-III)

GSTIN :

Received the above materials in good condition.

Received by : [signature]

Date : 9/9/2022

Stamp: 3

For SUMMIT SALES LLP

Authorised Signatory

 07-09-2022 3:00:21 PM

Purchase Order

91667
01.09.22 10:54:25

From Company : **Serene Constructions LLP**
5-4-187/374,ii Floor,M.G.Road,Secunderabad-500 003.
G S T No. : 36ACVFS7909P1ZV

Supplier Details

Summit Sales LLP 5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc No**	91667	184577
	Doc Date	07-09-2022	
GSTIN 36ACQFS2044C1Z7	**Quote No**	Nil	
040-66335551 9618244433	**Quote Date**	05-09-2022	
	SupplyType	Supply	

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	142800 - TLWL-Tiles - Wall Tiles-Ceramic-Nitco-Luna DK - 250X375mm - sqm *24 boxes*	18.00	294.66	0.00	18.00	6,258.58
2	933000 - TLWL-Tiles - Wall Tiles-Ceramic-Nitco-Luna LT - 250X375mm - sqm *21 boxes*	16.00	294.66	0.00	18.00	5,563.18
3	584200 - TLWL-Tiles - Floor Tiles-Ceramic-Nitco-Luna HL - 250X375mm - sqm *9 boxes*	7.00	294.66	0.00	18.00	2,433.89
4	127200 - TLFL-Tiles - Wall Tiles-Ceramic-Nitco-Maharaja Beige - 300X300mm - sqm *6 boxes*	6.00	427.00	0.00	18.00	3,023.16
5	576000 - TLWL-Tiles - Wall Tiles-Ceramic-Nitco-Ultra Sprinkle DK - 250X375mm - sqm *13 boxes*	10.00	294.66	0.00	18.00	3,476.99
6	458000 - TLWL-Tiles - Wall Tiles-Ceramic-Nitco-Ultra Sprinkle LT - 250X375mm - sqm *11 boxes*	8.00	294.66	0.00	18.00	2,781.59
7	396700 - TLWL-Tiles - Floor Tiles-Ceramic-Nitco-Ultra Sprinkle HL - 250X375mm - sqm *5 boxes*	4.00	294.66	0.00	18.00	1,390.80
8	728100 - TLFL-Tiles - Wall Tiles-Ceramic-Nitco-Maharaja Off white - 300X300mm - sqm *6 boxes*	6.00	427.00	0.00	18.00	3,023.16
9	334400 - TLWL-Tiles - Wall Tiles-Ceramic-Nitco-Malaysian Brown DK - 250X375mm - sqm *13 boxes*	10.00	294.66	0.00	18.00	3,476.99
10	836900 - TLWL-Tiles - Wall Tiles-Ceramic-Nitco-Malaysian Brown LT - 250X375mm - sqm *11 boxes*	8.00	294.66	0.00	18.00	2,781.59
11	916200 - TLWL-Tiles - Floor Tiles-Ceramic-Nitco-Malaysian Brown HL - 250X375mm - sqm *8 boxes*	6.00	294.66	0.00	18.00	2,086.19
12	668500 - TLFL-Tiles - Wall & Floor Tiles-Ceramic-Nitco-Jaipur Panna - 300X300mm - sqm *6 boxes*	6.00	427.00	0.00	18.00	3,023.16
				Total Order Value . . .		**39,319.28**

Rupees : Thirty Nine Thousand Three Hundred Ninteen and Paise Twenty Eight Only.

DELIVERY DETAILS

S.no.	Bill No.	Bill Dt.	Amount
1.	26565	25/10/22	11,368/-
2.	26642	29/10/22	11,367/-
3.			
4.			
5.			

Terms and Conditions :-

Specification / Brand will be Nitco for wall tiles box sft is 8.07 and flooring is 11.62 sft.

For ***Serene Constructions LLP***

Authorised Signatory

Name : Venkat Gopal

Contact - -

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ____________

Date : __/__/____

Purchase Order

 07-09-2022 3:00:21 PM

Original / Office Copy / Purchase Div.Copy

Payment Terms	After delivery and production of bill
Tax	GST included in the above prices
Delivery Date	With 1 day
Delivery Location	Silver Oak Villas Part III Sy .No.11,12,14,15,16,17,18 , 294 Phone. 0
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 for villa no 162 bathrooms 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 ***Serene Constructions LLP***

Authorised Signatory

Venny 08/05/w

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : __________

Name : __________

Date : __/__/____

Contact - -

Requisition Form							
Company Name:	SCLLP						
Site & Phase :	SOV-III		Date:	05-09-2022			
Supplier:			Time:	12:25			
Material required before date:			Req. No.	184577			
S No	Item	10-09-2022	ID No.	79455			
			Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	TLWL1428-Tiles-Wall Tiles-Ceramic-Nitco-Luna DK-250X375mm-sqm		18sq.m	0	18sq.m		
2	TLWL9330-Tiles-Wall Tiles-Ceramic-Nitco-Luna LT -250X375mm-sqm		16sq.m	0	16sq.m		
3	TLWL5842-Tiles-Wall Tiles-Ceramic-Nitco-Luna HL -250X375mm-sqm		7sq.m	0	7sq.m		
4	TLFL1272-Tiles-Floor Tiles-Ceramic-Nitco-Maharaja Beige -300X300mm-sqm		6sq.m	0	6sq.m		
5	TLWL5760-Tiles-Wall Tiles-Ceramic-Nitco-Ultra Sprinkle DK -250X375mm-sqm		10sq.m	0	10sq.m		
5	TLWL4580-Tiles-Wall Tiles-Ceramic-Nitco-Ultra Sprinkle LT -250X375mm-sqm		8sq.m	0	8sq.m		
6 91667	TLWL3967-Tiles-Wall Tiles-Ceramic-Nitco-Ultra Sprinkle HL -250X375mm-sqm		4sq.m	0	4sq.m		
	TLFL7281-Tiles-Floor Tiles-Ceramic-Nitco-Maharaja Off white-300X300mm-sqm		6sq.m	0	6sq.m		
7	TLWL3344-Tiles-Wall Tiles-Ceramic-Nitco-Malaysian Brown DK -250X375mm-sqm		10sq.m	0	10sq.m		
8	TLWL8369-Tiles-Wall Tiles-Ceramic-Nitco-Malaysian Brown LT -250X375mm-sqm		8sq.m	0	8sq.m		
9	TLWL9162-Tiles-Wall Tiles-Ceramic-Nitco-Malaysian Brown HL -250X375mm-sqm		6sq.m	0	6sq.m		
10	TLFL6685-Tiles-Floor Tiles-Ceramic-Nitco-Jaipur Panna-300X300mm-sqm		6sq.m	0	6sq.m		
Remarks:	For V no 162 Bathrooms Purpose						
	Engineer						
Prepared By:	G.chandra kanth		Project Manager		Purchase		MD
Approved By:							
Sign & Date:							

APPROVED
08 SEP 2022
P. VENKATESHWARLU
MANAGER PURCHASE

 07-09-2022 3:00:21 PM

Purchase Order

91667
01.09.22 10:54:25

From Company : **Serene Constructions LLP**
5-4-187/374,ii Floor,M.G.Road,Secunderabad-500 003.
G S T No. : 36ACVFS7909P1ZV

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	91667	184577
Doc Date	07-09-2022	
Quote No	Nil	
Quote Date	05-09-2022	
SupplyType	Supply	

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
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3	584200 - TLWL-Tiles - Floor Tiles-Ceramic-Nitco-Luna HL - 250X375mm - sqm *9 boxes*	7.00	294.66	0.00	18.00	2,433.89
4	127200 - TLFL-Tiles - Wall Tiles-Ceramic-Nitco-Maharaja Beige - 300X300mm - sqm *6 boxes*	6.00	427.00	0.00	18.00	3,023.16
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12	668500 - TLFL-Tiles - Wall & Floor Tiles-Ceramic-Nitco-Jaipur Panna - 300X300mm - sqm *6 boxes*	6.00	427.00	0.00	18.00	3,023.16

26565 25/10/22 11,368/-
26642 29/10/22 11,364/-

Rupees : Thirty Nine Thousand Three Hundred Ninteen and Paise Twenty Eight Only.

Total Order Value . . . **39,319.28**

Terms and Conditions :-

Specification / Brand will be Nitco for wall tiles box sft is 8.07 and flooring is 11.62 sft.

For *Serene Constructions LLP*

Authorised Signatory

Name : Venu Gopal

Contact - -

Accepted the above Terms And Conditions

For *Summit Sales LLP*

Name :

Date : __/__/____

Purchase Order

 07-09-2022 3:00:21 PM Original / Office Copy / Purchase Div.Copy

Payment Terms	After delivery and production of bill
Tax	GST included in the above prices
Delivery Date	With 1 day
Delivery Location	Silver Oak Villas Part III Sy .No.11,12,14,15,16,17,18 , 294 Phone. 0
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 for villa no 162 bathrooms 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 ***Serene Constructions LLP***

Authorised Signatory

Verify 08/09/22

Name : ____________________

Contact - -

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ____________________

Date : __/__/____

Requisition Form							
Company Name:	SCLLP						
Site & Phase :	SOV-III	Date:	05-09-2022				
Supplier:		Time:	12:25				
Material required before date:		Req. No.	184577				
S No	Item	10-09-2022 ID No.	79455				
		Qty required	Qty available at site	Order Qty	Inward No	Inward Date	
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2	TLWL9330-Tiles-Wall Tiles-Ceramic-Nitco-Luna LT -250X375mm-sqm	16sq.m	0	16sq.m			
3	TLWL5842-Tiles-Wall Tiles-Ceramic-Nitco-Luna HL -250X375mm-sqm	7sq.m	0	7sq.m			
4	TLFL1272-Tiles-Floor Tiles-Ceramic-Nitco-Maharaja Beige -300X300mm-sqm	6sq.m	0	6sq.m			
5	TLWL5760-Tiles-Wall Tiles-Ceramic-Nitco-Ultra Sprinkle DK -250X375mm-sqm	10sq.m	0	10sq.m			
5	TLWL4580-Tiles-Wall Tiles-Ceramic-Nitco-Ultra Sprinkle LT -250X375mm-sqm	8sq.m	0	8sq.m			
6	TLWL3967-Tiles-Wall Tiles-Ceramic-Nitco-Ultra Sprinkle HL -250X375mm-sqm	4sq.m	0	4sq.m			
	TLFL7281-Tiles-Floor Tiles-Ceramic-Nitco-Maharaja Off white-300X300mm-sqm	6sq.m	0	6sq.m			
7	TLWL3344-Tiles-Wall Tiles-Ceramic-Nitco-Malaysian Brown DK -250X375mm-sqm	10sq.m	0	10sq.m			
8	TLWL8369-Tiles-Wall Tiles-Ceramic-Nitco-Malaysian Brown LT -250X375mm-sqm	8sq.m	0	8sq.m			
9	TLWL9162-Tiles-Wall Tiles-Ceramic-Nitco-Malaysian Brown HL -250X375mm-sqm	6sq.m	0	6sq.m			
10	TLFL6685-Tiles-Floor Tiles-Ceramic-Nitco-Jaipur Panna-300X300mm-sqm	6sq.m	0	6sq.m			
Remarks:	For V no 162 Bathrooms Purpose						
	91667						
	Engineer						
Prepared By:	G.chandra kanth	Project Manager		Purchase		MD	
Approved By:							
Sign & Date:							

APPROVED
08 SEP 2022
P. VENKATESHWARLU
MANAGER PURCHASE