Form for closure of purchase order

Data required from site/engineers:							
PO no.:	87999	PO date:	05/05/22	Req. no.:	184149	Advice Scan ID	
MRN nos. related to PO	107041						

☑	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: Part-material received, balance reorderd.

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. Purshothan	[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.	23668 (72,185/-)
☐	All bills received against this PO.		
☐	Advance paid against this PO.	Amount paid	

Remarks by Accountants: Part bill 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
P. Sudhar	Sudhar	17/02/23			

Advice by MD - action to be taken by purchase:

☐ Y	Get certified bill from supplier (not original).		
☑	Prepare bill in SSLLP for material supplied.		
☐ Y	Get proof of delivery from site.		
☐ Y	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
Y	Send barcoded PO to MDs desk. PO to be closed thereafter.		
Y	Accounts to be reconciled with supplier. Suppliers ledger required from 1.4.2021.		
Y	Accounts to be reconciled with supplier. Suppliers ledger required from 1.4.2020.		
Y	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.		
Y	E&D to check receipt of bill and enter comments below.		
Y	Details of material supplied and balance material to be supplied is required.		

Remarks:

Prepared by	Sign	Date
	[signature]	

APPROVED BY
28 FEB 2023
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

 16-02-2023 13:19:42 Original / Office Copy / Purchase Div.Copy

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	**Doc No**	87999	184149
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	05-05-2022	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	04-05-2022	
040-66335551 9618244433	**SupplyType**	Supply	

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	9107 - Tiles - Carrara - 600mm x 1200mm - Boxes	91.00	672.33	0.00	18.00	72,194.80
2	9117 - Tiles - urabnwood Dark - 200mm X 1200mm - Boxes	36.00	804.00	0.00	18.00	34,153.92
	Total Order Value . . .					**106,348.72**

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

Terms and Conditions :-

Specification / Brand	All tiles brand will be Nitco, 800x1600 tiles box sft is 27.56, 2 tiles in a box,Rate per sft is Rs. 80/-, 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	Silver Oak Villas Part III Sy .No.11,12,14,15,16,17,18 , 294 Phone. 0
Penality For Delay	Nil
Transportation Cost	Nil
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 V NO -30 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

Accepted the above Terms And Conditions

For *Summit Sales LLP*

Name : ____________

Name : ____________

Date : __/__/____

184148

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 Pot III

DC No.	: 4471
Date	: 09/05/2022
Vehicle No.	: AP-21 D 6822
P.O. / W.O. No.	: 87999
P.O. / W.O. Date	: 5/05/2022

Sl. No.	PARTICULARS	Quantity
1	Carrara 600mm x 1200mm	91 Box's
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		91 Box's

INWARD WITH TIME
Inward No: 1012 Date: 10/5/22
MRN No: 107041 Dt: 10/5/22
Received by: Sign:

GSTIN :

Received the above materials in good condition.

Received by : Venkat

Date : 9/5/2022

Stamp: S. Boss

For SUMMIT SALES LLP

9/5/2022

Authorised Signatory

Purchase Order

87999
20.04.22 3:26:44

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	**Doc No**	87999	184149
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	05-05-2022	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	04-05-2022	
040-66335551 9618244433	**SupplyType**	Supply	

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	9107 - Tiles - Carrara - 600mm x 1200mm - Boxes	91.00	672.33	0.00	18.00	72,194.80
2	9117 - Tiles - urabnwood Dark - 200mm X 1200mm - Boxes	36.00	804.00	0.00	18.00	34,153.92
	Total Order Value . . .					**106,348.72**

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

PART DELIVERY DETAILS

S.no.	Bill no.	Bill Dt	Amount
1.	23668	17/5/22	72,195/-
2.			
3.			
4.			
5.			

FOR MDs APPROVAL
- [ ] High Value/quantity beyond limits.
- [x] Po/Req. processed-post approval. Blnc: 34,154/-
- [ ] Approval for technical details/clarification.
- [ ] Replenishing SSLLP stock
- [ ] Other

Terms and Conditions :-

Specification /	All tiles brand will be Nitco, 800x1600 tiles box sft is 27.56, 2 tiles in a box,Rate per sft is Rs. 80/-, 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	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 rights to reject the items if not as specified, damange is in suppliers account, above order is for V NO -30 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.'

APPROVED BY
07 MAY 2022
SOHAM MODI
MANAGING DIRECTOR

For *Serene Constructions LLP*

Authorised Signatory

Name : ____________

Accepted the above Terms And Conditions

For *Summit Sales LLP*

Name : ____________

Date : __/__/____

Requisition Form -V.Tiles									
Company		SCLLP		Site & Phase		SOV			
Req. no.		184149		Req. Date		04-05-2022			
Material required before		Urgent		ID no.		76145			
Prepared by:		G.chandrakanth		Approved by (sign):					
Flat / Block no:		V no 30		Remarks:-					
Name of Supplier -									
Type-Type-C1 3BHK Order Value:		2	Villa						
Type-A2 2040Sft 3BHK Order Value:			Villa						
S No.	87999 Item Description	Units	Qty required for type-B villa-3BHK	Qty required for type-A2 villa-3BHK	Qty required for one Flat	Avg Qty required for one flat	Order Value	Qty required for Order value	Balance Qty to be ordered
1	Country Cafe (1' X 1')	Sft	-	0.0	-	-	1.0	-	-
2	Country Rosso(1' X 1')	Sft	-	0.0	-	-	1.0	-	-
3	ISL Carrara(4' X 2')	Sft	-	1400.0	1,400.0	1,400.0	1.0	1,400.0	1,400.0
4	Regal Beige(4' X 2')	Sft	-	0.0	-	-	1.0	-	-
5	Urban Wood Dk Natural(8"X 4')	Sft	-	550.0	550.0	550.0	1.0	550.0	550.0
6	Urban Wood LT Natural (8"X 4')	Sft	-	0.0	-	-	1.0	-	-
7	Vertified Tiles (2'X 2')	Sft	-	0.0	-	-	1.0	-	-
	Total				1,950.0				1,950.0

APPROVED
0 6 MAY 2022
P. PRABHAKAR
Sr. MANAGER PURCHASE