Form for closure of purchase order

Data required from site/engineers:							
PO no.:	87924	PO date:	4/5/22	Req. no.:	184134	Advice Scan ID	
MRN nos. related to PO	107615, 107677.						

☑	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 Receive, balance not required.

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
Kunabal	[signature]	16/2/23	K. Poshathan	[signature]	16/2/22

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.	23870, 22863 (74,888/-)
☐	All bills received against this PO.		
☐	Advance paid against this PO.	Amount paid	

Remarks by Accountants: Part bill received against this P.O

Details required

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
R. Sendhar	Sudhar	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

APPROVED BY
28 FEB 2023
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

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**	87924	184134
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	04-05-2022	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	02-05-2022	
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	9077 - Tiles - Bathroom wall tiles luna HL - 10 IN X 15 IN x 8 Pieces - Boxes	40.00	211.83	0.00	18.00	9,998.38
2	9070 - Tiles - Bathroon wall tiles - Ultra sprinkle DK - 10 IN X 15 IN X 8 pieces - Boxes	165.00	211.83	0.00	18.00	41,243.30
3	9069 - Tiles - Bathroom Wall tiles -ultra sprinkle LT - 10 in X 15 in X 8 pieces - Boxes	60.00	211.83	0.00	18.00	14,997.56
4	9071 - Tiles - Bathroom wall tiles ultra sprinkle HL - 10 IN x 15 IN x 8 Pieces - Boxes	75.00	211.83	0.00	18.00	18,746.96
	Total Order Value . . .					**84,986.20**

Rupees : Eighty Four Thousand Nine Hundred Eighty Six and Paise Twenty Only.

Terms and Conditions :-

Specification / Brand	All items shall be Nitco brand Rate per Sft is Rs. 40.00/-, 31.00/-46/-, 10"X15"-8/07 Sft, 12"x12"-11.62 Sft
Payment Terms	After delivery and production of bill
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 right to reject items not conforming to quality and specifications, damage is in suppliers account, above order is for V no 118,119,110,113,117,123,133,135,108,115. work , 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*

Date : __/__/____

Name : ____________________

Name : ____________________

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: Sov port III

DC No.	: 4553
Date	: 24/05/2022
Vehicle No.	: B300780
P.O. / W.O. No.	: 87924
P.O. / W.O. Date :	04-05-2022

Sl. No.	PARTICULARS	Quantity
1	Ultra sprinkle LT	60 Box
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		60 Box

INWARD WITH TIME:
Inward No: 2166 Dt: 24/5/22
MRN No: 607677 Dt: 24/5/22
Received By: Sign:
SILVER OAK VILLAS PART-III

GSTIN :

Received the above materials in good condition.

Received by :

Date : 24/05/2022

Stamp:

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 Ltd

Site: Sov part III

DC No. :	4498
Date :	21/05/2022
Vehicle No. :	TS 30 0Z 80
P.O. / W.O. No. :	87924
P.O. / W.O. Date :	04/05/2022

Sl. No.	PARTICULARS	Quantity
1	Ultra Sprinkle DK	165 Bag's
2	Ultra sprinkle HL	75 Bag's
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		240 Bag's

INWARD WITH TIME:
Inward No: 2135 Dt: 21/5/22
MRN No: 107615 Dt: 21/5/22
Received By: Sign:
SILVER OAK VILLAS PART-III

GSTIN :

Received the above materials in good condition.

Received by : devender

Date : 21/05/2022

Stamp: A. [illegible]

For SUMMIT SALES LLP

Authorised Signatory

Purchase Order

 04-05-2022 3:01:09 PM

87924
20.04.22 3:07:39

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	87924	184134
Doc Date	04-05-2022	
Quote No	Nil	
Quote Date	02-05-2022	
SupplyType	Supply	

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	9077 - Tiles - Bathroom wall tiles luna HL - 10 IN X 15 IN x 8 Pieces - Boxes	40.00	211.83	0.00	18.00	9,998.38
2	9070 - Tiles - Bathroon wall tiles - Ultra sprinkle DK - 10 IN X 15 IN X 8 pieces - Boxes	165.00	211.83	0.00	18.00	41,243.30
3	9069 - Tiles - Bathroom Wall tiles -ultra sprinkle LT - 10 in X 15 in X 8 pieces - Boxes	60.00	211.83	0.00	18.00	14,997.56
4	9071 - Tiles - Bathroom wall tiles ultra sprinkle HL - 10 IN x 15 IN x 8 Pieces - Boxes	75.00	211.83	0.00	18.00	18,746.96
	Rupees : Eighty Four Thousand Nine Hundred Eighty Six and Paise Twenty Only.				**Total Order Value . . .**	**84,986.20**

Terms and Conditions :-

Specification /	All items shall be Nitco brand Rate per Sft is Rs. 40.00/-, 31.00/-46/-, 10"X15"-8/07 Sft, 12"x12"-11.62 Sft
Payment Terms	After delivery and production of bill
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 right to reject items not conforming to quality and specifications, damage is in suppliers account, above order is for V no 118,119,110,113,117,123,133,135,108,115. work , 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 MDs APPROVAL

- ☐ High Value/quantity beyond limits.
- ☑ Po/Req. processed-post approval.
- ☐ Approval for technical details/clarification.
- ☐ Replenishing SSLLP stock
- ☐ Other

PART DELIVERY DETAILS

S.No.	Bill No.	Bill Dt.	Amount
1.	23863	29/5/22	14,998/-
2.	23820	30/05/22	59,990.25
3.			
4.			
5.			

For *Serene Constructions LLP*

Authorised Signatory

Name :

Contact - -

Accepted the above Terms And Conditions

For *Summit Sales LLP*

Name :

Blnc: ~~69,988/-~~
9,998/-

Date : __/__/____

Requisition Form - Bathroom Tiles - Deluxe

Company	Serene construction LLP
Site & Phase	SOV-III
Req. no.	184134
Req. Date	02-05-2022
Material required before	urgent
ID no.	76111
Prepared by:	Meenakshi
Approved by (sign):	
Flat / Block no:	V.no :118,119,110,113,117,123,133,135,108,115

Tiles required for: 0 Bath Rooms

87924

					A	B	C=A/B	D	E=CxD	F	G=E-F		
S No.	Name of tile	Brand / Company	Size	Units	Qty required for one bathroom in sft	No of sft of tiles per box	Avg Qty required for one bathroom in boxes	No. of bathrooms for which tiles are required	Qty required in boxes	Qty Available at site in boxes	Balance Qty to be ordered in boxes	Inward No	Date
1	Nitco Luna DK	Nitco	15" X 10"	mcv	120.0	10.0	12.0	[illegible]	-	-	-		
2	Nitco Luna LT	Nitco	15" X 10"	sft	140.0	10.0	14.0	-	-	-	-		
3	Nitco Luna HL	Nitco	15" X 10"	sft	50.0	10.0	5.0	8.0	40.0	-	40.0		
4	Maharaje Beige	Johnson	12" x 12"	sft	45.0	15.0	3.0	-	-	-	-		
	Total								40.0	-	40.0		

APPROVED
06 MAY 2022
P. PRABHAKAR - Sr. MANAGER PURCHASE

Tiles required for: 0 Bath Rooms

S No.	Name of tile	Brand / Company	Size	Units	Qty required for one bathroom in sft	No of sft of tiles per box	Avg Qty required for one bathroom in boxes	No. of bathrooms for which tiles are required	Qty required in boxes	Qty Available at site in boxes	Balance Qty to be ordered in boxes	Inward No	Date
1	Nitco ultra sprinkle Dk	Nitco	15" X 10"	sft	150.0	10.0	15.0	11.0	165.0	-	165.0		
2	Nitco ultra sprinkle LT	Nitco	15" X 10"	sft	200.0	10.0	20.0	3.0	60.0	-	60.0		
3	Nitco ultra sprinkle HL	Nitco	15" X 10"	sft	50.0	10.0	5.0	15.0	75.0	-	75.0		
3	Maharaja OFF White	Johnson	12" x 12"	sft	45.0	15.0	3.0	-	-	-	-		
	Total								300.0	-	300.0		

Tiles required for: 0 Bath Rooms

S No.	Name of tile	Brand / Company	Size	Units	Qty required for one bathroom in sft	No of sft of tiles per box	Avg Qty required for one bathroom in boxes	No. of bathrooms for which tiles are required	Qty required in boxes	Qty Available at site in boxes	Balance Qty to be ordered in boxes	Inward No	Date
1	Nitco Malayasian Brown DK	Nitco	15" X 10"	sft	120.0	10.0	12.0	-	-	-	-		
2	Nitco Malayasian Brown LT	Nitco	15" X 10"	sft	140.0	10.0	14.0	-	-	-	-		
3	Nitco Malayasian Brown HL	Nitco	15" X 10"	sft	50.0	10.0	5.0	-	-	-	-		
3	Jaipur Panamma	Johnson	12" x 12"	sft	45.0	15.0	3.0	-	-	-	-		
	Total								-	-	-		

NOTE: **This requistion is old cancelled pos Nos:85929,86420,86068,86433,85768,86059,86049,85926,86431,85837,85707,85787.**