Form for closure of purchase order

Data required from site/engineers:

PO no.:	93489	PO date:	01/11/22	Req. no.:	184748.	Advice Scan ID	
MRN nos. related to PO	113444.						

☑	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: Recived Part material, balance. Not Requir.

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. Porshothan	[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.	26785 (38,875/-)
☐	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
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.		
☐ 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
☐	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

 16-02-2023 13:21:27 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**	93489	184748
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	01-11-2022	
	Quote No	nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	31-10-2022	
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	732100 - TLFL-Tiles - Floor Tiles-Vitrified-Ispira-Urban Wood Natural - 200x1200mm - sqm *38 Boxes*	55.00	599.00	0.00	18.00	38,875.10
2	732900 - TLFL-Tiles - Floor Tiles-Vitrified-Ispira-Carrara - 600x1200mm - sqm *65 Boxes*	95.00	560.81	0.00	18.00	62,866.80
	Total Order Value . . .					**101,741.90**

Rupees : One Lakh(s) One Thousand Seven Hundred Fourty One and Paise Ninty 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 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.Above order forVilla no.155 work 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 invoice 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 : __/__/____

Contact

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	DC No. : 5180
	Date : 04/11/2022
Site: Sov part-III	Vehicle No. : AP23X4931
	P.O. / W.O. No. : 93489
	P.O. / W.O. Date : 01/11/2022

Sl. No.	PARTICULARS	Quantity
1	Urbanwood Natural 200mm X 1200mm (38 Boxes)	55 sqm
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

INWARD
Inward No: 2978 Dt: 4/11/22
MRN No: 113444 Dt: 9/11/22
Received By: Sign:
(Silver Oak Villas-Part-III)

GSTIN :

Received the above materials in good condition.

Received by : Bikalapati

Stamp: M. Bikash Patra

Date : 04/11/2022.

For SUMMIT SALES LLP

Authorised Signatory

Purchase Order

 01-11-2022 3:42:34 PM

93489
18.10.22 2:23:38

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**	93489	184748
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	01-11-2022	
	Quote No	nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	31-10-2022	
040-66335551 9618244433	**SupplyType**	Supply	

Kind Attn : Hamendra,Prabhakar

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	Total Order Value . . .					**101,741.90**

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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.Above order forVilla no.155 work 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 invoice must be sent to HO office or purchase site office, proof of delivery/DC can be sent by email

APPROVED BY
03 NOV 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.	26795	05/11	38,875
2.			
4.			
5.			

For *Serene Constructions LLP*

Authorised Signatory

Serene 01/11/22

Name : ______

Contact - -

Name : ______

Accepted the above Terms And Conditions

For *Summit Sales LLP*

Date : __/__/____

Requisition Form

Company Name:	SCLLP		
Site & Phase :	SOV-III	Date:	31.10.22
Unit No./Block No.	93489	Time:	11:50
Supplier:			
Material required before date:	Urgent	Req. No.	184748
		ID No.	81053

S No	Item		Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	TLFL7321-Tiles-Floor Tiles-Vitrified-Ispira-Urban Wood Natural-200x1200MM-sqm	38	55 sq.m	0	55 sq.m		
2	TLFL7329-Tiles-Floor Tiles-Vitrified-Ispira-Carrara-600x1200MM-sqm	65	95 sq.m	0	95 sq.m		
3							
4							
5							
6							
7							
8							
9							
10							

Remarks: For V no 155

	Engineer	Project Manager	Purchase	MD
Prepared By:	G.chandra kanth			
Approved By:				
Sign & Date:				

APPROVED BY
03 NOV 2022
SOHAM MODI
MANAGING DIRECTOR

APPROVED
31 OCT 2022
P. VENKATESHWARLU
MANAGER PURCHASE

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 part-III

DC No. : 5180
Date : 04/11/2022
Vehicle No. : AP23X4931
P.O. / W.O. No. : 93489
P.O. / W.O. Date : 01/11/2022

Sl. No.	PARTICULARS	Quantity
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INWARD
Inward No: 2978 Dt: 4/11/22
MRN No: 13444 Dt: 9/11/22
Received By: Sign:
(Silver Oak Villas-Part-III)

GSTIN :

Received the above materials in good condition.

Received by : Bikalpati

Stamp: M. Bikash

Date : 04/11/2021.

For SUMMIT SALES LLP

Authorised Signatory

SUMMIT SALES LLP
INWARD
No: 84260
Date: 16/11/22
Sign:
R.R. DIST.