Form for closure of purchase order

Data required from site/engineers:							
PO no.:	94413	PO date:	26/11/22	Req. no.:	184829	Advice Scan ID	
MRN nos. related to PO	115284						

☑	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 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
Meenakshi		16/2/23	K. Porshotham		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.	27913 (45,943/-)
☐	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	14/02/23			

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:

APPROVED BY
28 FEB 2023
SOHAM MODI
MANAGING DIRECTOR

Prepared by	Sign	Date

Purchase Order

 16-02-2023 13:17:17 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 5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc No**	94413	184829
	Doc Date	26-11-2022	
	Quote No	nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	24-11-2022	
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 *45 Boxes*	65.00	599.00	0.00	18.00	45,943.30
2	732900 - TLFL-Tiles - Floor Tiles-Vitrified-Ispira-Carrara - 600x1200mm - sqm *55 Boxes*	80.00	560.81	0.00	18.00	52,940.46
	Total Order Value . . .					**98,883.76**

Rupees : Ninty Eight Thousand Eight Hundred Eighty Three and Paise Seventy Six Only.

Terms and Conditions :-

Specification /	Brand Nitco, Ispiria.
Payment Terms	After delivery
Tax	GST 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, above order is for Villa no.158 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*

Name : ______________ Name : ______________ Date : __/__/____

DELIVERY CHALLAN

SUMMIT SALES LLP

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

M/s Severe Contut LLP (Chevapally)	DC No. : 5271
	Date : 19/12/22
Site:	Vehicle No. : AP-23X 4931
	P.O. / W.O. No. : 944/13
	P.O. / W.O. Date : 28/11/2022

Sl. No.	PARTICULARS	Quantity
1	Vitrified Ispira urban 200x1200 mm	65 Sqm
2	(45 Box's)	
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		65 Sqm

INWARD
Inward No: 3219 Dt: 19/12/22
MRN No: 115284 Dt: 21/12/22
Received By: Sign:
(Silver Oak Villas-Part-III)

GSTIN :	For SUMMIT SALES LLP
Received the above materials in good condition.	
Received by : Bikshapati / Stamp: M. Bikshapati	
Date : 19/12/22	Authorised Signatory

Purchase Order

 26-11-2022 2:29:20 PM

94413
16.11.22 3:28:16

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**	94413	184829
	Doc Date	26-11-2022	
	Quote No	nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	24-11-2022	
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 *45 Boxes*	65.00	599.00	0.00	18.00	45,943.30
2	732900 - TLFL-Tiles - Floor Tiles-Vitrified-Ispira-Carrara - 600x1200mm - sqm *55 Boxes*	80.00	560.81	0.00	18.00	52,940.46
					Total Order Value . . .	**98,883.76**

Rupees : Ninty Eight Thousand Eight Hundred Eighty Three and Paise Seventy Six Only.

Terms and Conditions :-

Specification /	Brand Nitco, Ispiria.
Payment Terms	After delivery
Tax	GST 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, above order is for Villa no.158 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.'

PART DELIVERY DETAILS

S.no.	Bill no.	Bill Dt	Amount
1.	27913	27/12/22	45,943
2.			
3.			
4.			
5.			

For ***Serene Constructions LLP***

Authorised Signatory

26/11/22

Name : ____________

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ____________

Date : __/__/____

Requisition Form							
Company Name:	SCLLP	Date:	24.11.22				
Site & Phase :	SOV-III	Time:	11:50				
Unit No./Block No.							
Supplier:		Req. No.	184829				
Material required before date:	Urgent	ID No.	81881				
S No	Item 94413	Qty required	Qty available at site	Order Qty	Inward No	Inward Date	
1	TLFL7321-Tiles-Floor Tiles-Vitrified-Ispira-Urban Wood Natural-200x1200MM-sqm 45	65 sq.m	0	65 sq.m			
2	TLFL7329-Tiles-Floor Tiles-Vitrified-Ispira-Carrara-600x1200MM-sqm 55	80 sq.m	0	80 sq.m			
3							
4							
5							
6							
7							
8							
9							
10							
Remarks:	For V no 158						
	Engineer	Project Manager	Purchase		MD		
Prepared By:	G.chandra kanth						
Approved By:							
Sign & Date:							

APPROVED
26 NOV 2022
P. VENKATESHWARLU
MANAGER PURCHASE