Form for closure of purchase order

PO no.:	26266	PO date:	9.2.22	Req. no.:	169537	Advice Scan ID	
Barcoded PO available	☑ Y/☐ N	Invoice original available		☐Y/☐N /☐Copy available		POD available	☐Y/☐ N

Data required from site/engineers:

MRN nos. related to PO: NIL

☐ 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:

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

Prepared by: P. Prabhakar | Sign: for | Date: 15/03/23.

Data required from accounts:

☐ Checked with E&D for receipt of bills.

☑ Bills not received against this PO.	☐ Part bill received against this PO.	☐ All bills received against this PO.
☐ Advance paid against this PO	Amount paid:	Date of payment:

Details of part bill received:

Sl. No.	Bill no.	Bill date	Bill amount	Cr. given to supplier
1.				
2.				
3.				

Remarks by Accountants:

Prepared by: D. Ivarty. | Sign: | Date: 14/3/23

Notes: 1. POs/WOs issued for turnkey works - may have been processed by E&D. Check before filling the above.

Prepared by: | Sign: | Date:

Remarks by Ravi + details of bills to be approved:

Sl. No.	Bill no.	Bill date	Bill amount	MRN no.
1.				
2.				
3.				

Remarks: Advance not paid against this PO. Thrughly cleared with A/C.

Prepared by: Ravi | Sign: | Date: 15/3/23

Advice by MD - action to be taken.

☐ Get certified bill from supplier (not original).		☐ Prepare bill in SSLLP for material supplied.	
☐	Thereafter, prepare advice for credit to supplier and send to Soham for processing.		
☑	Close PO	☐	Keep PO open. Material awaited
☐	Accounts to be reconciled with supplier. Get supplier's ledger.		

Remarks:

Approved by: Soham | Sign: | Date:

APPROVED BY
- 1 APR 2023
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

 28-03-2022 12:36:21

86266
28.02.22 2:52:29

From Company : **Summit Sales LLP**
5-4-187/3&4,II nd floor,MG Road, Secunderabad-500003.
G S T No. : 36ACQFS2044C1Z7

Supplier Details			
S.A.SPORTS Bank Street, Abids, Hyderabad. **GSTIN** 36AAGFS2959C1Z5 040-30683095 9849588880	**Doc No**	86266	169537
	Doc Date	09-02-2022	
	Quote No	nil	
	Quote Date	09-02-2022	
	SupplyType	Supply	

Kind Attn : Satvindar Singh Aurora

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	5092 - Equipment - sports - Nylon cricket nets - other - nos *10' x 100'*	10.00	2,500.00	0.00	12.00	28,000.00
					Total Order Value . . .	**28,000.00**

Rupees : Twenty Eight Thousand Only.

Terms and Conditions :-

Specification /	Cricket Net, HDPE Net, with tying rope, Rate per sft is Rs. 2.80/- including GST
Payment Terms	100% Advance payment
Tax	GST included in the above prices
Delivery Date	With in 5 days from the date os PO
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
Penality For Delay	Nil
Transportation	Nil
Warranty	Nil
Advance Paid	Rs. 56,000-00, by cheque....., dated.....
Other Terms	We reserve the right to reject items not conforming to quality and specifications, above order is for cricket court ,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 invoice must be sent to HO office or purchase site office. Proof of delivery/DC can be sent by email.

For ***Summit Sales LLP***

Authorised Signatory

Name : _____

Contact - -

Accepted the above Terms And Conditions

For ***S.A.SPORTS***

Name : _____

Date : __/__/____

Purchase Order

 09-03-2022 15:49:33 Origin

From Company : **Summit Sales LLP**
5-4-187/3&4,II nd floor,MG Road, Secunderabad-500003.
G S T No. : 36ACQFS2044C1Z7

Supplier Details			
S.A.SPORTS Bank Street, Abids, Hyderabad. **GSTIN** 36AAGFS2959C1Z5 040-30683095 9849588880	**Doc No**	86266	169537
	Doc Date	09-02-2022	
	Quote No	nil	
	Quote Date	09-02-2022	
	SupplyType	Supply	

Kind Attn : Satvindar Singh Aurora

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	5092 - Equipment - sports - Nylon cricket nets - other - nos *10' x 100'*	20.00	2,500.00	0.00	12.00	56,000.00
			Total Order Value . . .			**56,000.00**

Rupees : Fifty Six Thousand Only.

10 Nos
25/3/22

APPROVED BY
11 MAR 2022
SOHAM MODI
MANAGING DIRECTOR

Terms and Conditions :-

Specification / Brand	Cricket Net, HDPE Net, with tying rope, Rate per sft is Rs. 2.80/- including GST
Payment Terms	100% Advance payment
Tax	GST included in the above prices
Delivery Date	With in 5 days from the date os PO
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
Penality For Delay	Nil
Transportation Cost	Nil
Warranty	Nil
Advance Paid	Rs. 56,000-00, by cheque....., dated.....
Other Terms	We reserve the right to reject items not conforming to quality and specifications, above order is for cricket court ,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 invoice must be sent to HO office or purchase site office. Proof of delivery/DC can be sent by email.

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

For ***Summit Sales LLP***

Authorised Signatory

Accepted the above Terms And Conditions

For ***S.A.SPORTS***

Name : _____

Date : __/__/____

Requisition Form

Company Name:	SSLLP	Date:	07.03.2022
Site & Phase :	SHLLP	Time:	1:00
Supplier		Req.No.	169537
Material required before date:		ID No.	74416

No	Description	Size	Quantity	Units	Inward No	Date
1	Nyion cricket nets	10x100	~~30~~ 15	nos		
Remarks: For Stock Replenish ~~purpose~~						
Prepared By	N.Vanajakshi	Approved by				
Sign.& Date	07.03..2022	Sign. & Date				

APPROVED BY
08 MAR 2022
SOHAM MODI
MANAGING DIRECTOR

Note: On receipt of material at site write inward number and date in last 2 columns.

GMR-86100
6 Nos - 1 Lot

For MDs APPROVAL

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

7/3/22

Purchase Order

 05-04-2022 13:24:10 Original / Office Copy / Purchase Div.Copy

From Company : **Summit Sales LLP**
5-4-187/3&4,II nd floor,MG Road, Secunderabad-500003.
G S T No. : 36ACQFS2044C1Z7

Supplier Details			
S.A.SPORTS Bank Street, Abids, Hyderabad.	**Doc No**	86266	169537
	Doc Date	09-02-2022	
	Quote No	nil	
GSTIN 36AAGFS2959C1Z5	**Quote Date**	09-02-2022	
040-30683095 9849588880	**SupplyType**	Supply	

Kind Attn : Satvindar Singh Aurora

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	5092 - Equipment - sports - Nylon cricket nets - other - nos *10' x 100'*	10.00	2,500.00	0.00	12.00	28,000.00
				Total Order Value . . .		**28,000.00**

Rupees : Twenty Eight Thousand Only.

Terms and Conditions :-

Specification / Brand	Cricket Net, HDPE Net, with tying rope, Rate per sft is Rs. 2.80/- including GST
Payment Terms	100% Advance payment
Tax	GST included in the above prices
Delivery Date	With in 5 days from the date os PO
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
Penality For Delay	Nil
Transportation Cost	Nil
Warranty	Nil
Advance Paid	Rs. 56,000-00, by cheque....., dated.....
Other Terms	We reserve the right to reject items not conforming to quality and specifications, above order is for cricket court ,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 invoice must be sent to HO office or purchase site office. Proof of delivery/DC can be sent by email.

For ***Summit Sales LLP***

Authorised Signatory

Name : _____

Contact - -

Accepted the above Terms And Conditions

For ***S.A.SPORTS***

Name : _____

Date : __/__/____

Form for closure of purchase order

Data required from site/engineers:							
PO no.:	86266	PO date:	9/2/22	Req. no.:	169537	Advice Scan ID	
MRN nos. related to PO							

☐	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: Keep open PO

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

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:

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

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.	
☐	X	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
Needa		5/4/22

Advance paid
material not delivered

APPROVED BY
20 APR 2022
SOHAM MODI
MANAGING DIRECTOR