Form for closure of purchase order

NE

Data required from site/engineers:							
PO no.:	94075	PO date:	17/11/22	Req. no.:	175551	Advice Scan ID	
MRN nos. related to PO	114005 & 114203.						

☐	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: Full material received to site. Close PO. DC's enclosed.

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
A. Sravani	[signature]	9/2/23	Vijay Rj	[signature]	9/2/23

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.	27045 & 27124
☑	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
D. Lavy	[signature]	15/2/23			

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
		W

APPROVED BY
02 MAR 2023
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

 09-02-2023 10:36:16 Original / Office Copy / Purchase Div.Copy

From Company : **Nilgiri Estates**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003.
G S T No. : 36AAHFN0766F1ZA

Supplier Details			
Summit Sales LLP 5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc No**	94075	175551
	Doc Date	17-11-2022	
	Quote No	nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	16-11-2022	
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	330100 - PAWP-Paints - Wall Putty- Cement --Birla - 20 Kg - Bags	32.00	593.22	0.00	18.00	22,399.99
					Total Order Value . . .	**22,399.99**

Rupees : Twenty Two Thousand Three Hundred Ninty Nine and Paise Ninty Nine Only.

Terms and Conditions :-

Specification / Brand	All items shall be of Asian brand
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Next Day.
Delivery Location	Nilgiri Estate Sy.No.143/133/134/135/136, Rampally Village. Phone. 9030931172
Penality For Delay	Nil
Transportation Cost	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Final payment as per actual weighment. Above order for mortagage parapit walls 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 deli vary /DC can be sent by email.

Accepted the above Terms And Conditions

For *Nilgiri Estates*

Authorised Signatory

For ***Summit Sales LLP***

Date : __/__/____

Name : ____________________

DELIVERY CHALLAN

Summit Sales LLP

#5-4-187/3 & 4, II Floor, Soham Mansion, M.G.Road, Secunderabad - 500003

Email: purchase@modiproperties.com

Supplier / Customer / Transporter - Copy

GSTIN/UNI: 36ACQFS2044C1Z7

Customer Details		
Nilgiri Estates	DC No.	23112
Sy No.143/133/134/135/136, Rampally,keesara,Hyderabad	DC Date.	22-11-2022
	PO No.	94075
	PO Date.	17-11-2022
	Req ID	81637
GSTIN : 36AAHFN0766F1ZA	Req Date	16-11-2022
	Loc Req No	175551

	Description of Goods	HSN/SAC	Qty
1	330100 - PAWP-Paints - Wall Putty- Cement --Birla - 20 Kg - Bags	32091010	10
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
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INWARD
No. 22953
By: 114208 Dt. 22/11/22
Nilgiri Estates

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

DELIVERY CHALLAN

Summit Sales LLP

#5-4-187/3 & 4, II Floor, Soham Mansion, M.G.Road, Secunderabad - 500003

Email: purchase@modiproperties.com

Supplier / Customer / Transporter - Copy

GSTIN/UNI: 36ACQFS2044C1Z7

Customer Details		
Nilgiri Estates	DC No.	23043
Sy No.143/133/134/135/136, Rampally,keesara,Hyderabad	DC Date.	18-11-2022
	PO No.	94075
	PO Date.	17-11-2022
GSTIN : 36AAHFN0766F1ZA	Req ID	81637
	Req Date	16-11-2022
	Loc Req No	175551

	Description of Goods	HSN/SAC	Qty
1	330100 - PAWP-Paints - Wall Putty- Cement --Birla - 20 Kg - Bags	32091010	22
2			
3			
4			
5			
6			
7			
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Subject to Hyderabad Jurisdiction

INWARD
No. 22951
By. 114005 Dt. 18/11/22
Nilgiri Estates

for Summit Sales LLP

Authorised signatory

Purchase Order

 17-11-2022 11:58:10 AM

94075
15.11.22 1:41:01

From Company : **Nilgiri Estates**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003.
G S T No. : 36AAHFN0766F1ZA

Supplier Details			
Summit Sales LLP 5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc No**	94075	175551
	Doc Date	17-11-2022	
	Quote No	nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	16-11-2022	
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	330100 - PAWP-Paints - Wall Putty- Cement --Birla - 20 Kg - Bags	32.00	945.00	0.00	18.00	35,683.20
					Total Order Value . . .	**35,683.20**

Rupees : Thirty Five Thousand Six Hundred Eighty Three and Paise Twenty Only.

Terms and Conditions :-

PART DELIVERY DETAILS			
S.no.	Bill no.	Bill Dt.	Amount
1.	27045	18/11/22	15,400/-
2.	27124	22/11/22	7,000/-
3.			
4.			
5.			

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 Working Day.

Delivery Location Nilgiri Estate
Sy.No.143/133/134/135/136, Rampally Village.
Phone. 9030931172

Penality For Delay Nil

Transportation Transport cost shall be borne by us.

Warranty Nil

Advance Paid Nil

Other Terms We reserve the right to reject items not conforming to quality and specifications.Above order for mortagage parapit walls purpose.

Completion Date NA

Measurment NA

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 ***Nilgiri Estates***

Authorised Signatory

Venu 18/11/22

Name : ____________

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ____________

Date : __/__/____

Requisition Form						
Company Name:	NE	Date:	16.11.2022			
Site & Phase :	NE	Time:	5:16			
Supplier:		Req. No.	175551			
Material required before date:	Urgent	ID No.	81637			
S No	Item 94076	Qty required		Order Qty	Inward No	Inward Date
1	PAWP3301-Paints -Wall Putty- Cement --Birla-20 Kg bag-Nos	32	0	32		
Remarks:	For mortagage parapit walls purpose					
	Engineer	Project M		Purchase		MD
Prepared By:	Sravani	G. VIjay raj				
Approved By:						
Sign & Date:						

APPROVED
16 NOV 2022
P. VENKATESHWARLU
MANAGER PURCHASE