

Form for closure of purchase order

Data required from site/engineers:					
PO no.:	94269	PO date:	23-11-2022	Req. no.:	142389
MRN nos. related to PO					
<input type="checkbox"/>	Part material received.				
<input type="checkbox"/>	Full material received.				
<input checked="" type="checkbox"/>	Material not received.				
<input type="checkbox"/>	Close PO - Balance material will be re-ordered by new requisition.				
<input type="checkbox"/>	Cancel PO. Material not required.				
<input checked="" type="checkbox"/>	Cancel PO. Material will be re-ordered by new requisition.				
<input type="checkbox"/>	Keep PO open. Material required.				
<input type="checkbox"/>	Keep PO open. Work under progress.				
Remarks by engineer:					
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
Asma	<i>Asma</i>	08/02/23	A. Suresh.	<i>[Signature]</i>	08/02/23
Data required from accounts:					
<input type="checkbox"/>	Checked with E&D for receipt of bills.				
<input checked="" type="checkbox"/>	Bills not received against this PO.				
<input type="checkbox"/>	Part bill received against this PO.	Bill nos.			
<input type="checkbox"/>	All bills received against this PO.				
<input type="checkbox"/>	Advance paid against this PO.	Amount paid			
Remarks by Accountants: Bill not Received					
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
<i>[Signature]</i>	<i>[Signature]</i>	14-02-2023			
Advice by MD - action to be taken by purchase:					
<input type="checkbox"/>	Get certified bill from supplier (not original).				
<input type="checkbox"/>	Prepare bill in SSLP for material supplied.				
<input type="checkbox"/>	Get proof of delivery from site.				
<input type="checkbox"/>	Barcoded PO missing - get certified copy from Accounts.				
<input type="checkbox"/>	Thereafter, prepare advice to credit to supplier and send to HO for processing.				
<input checked="" type="checkbox"/>	Close PO	<input type="checkbox"/> Keep PO open. Material awaited			
<input type="checkbox"/>	Send barcoded PO to MDs desk. PO to be closed thereafter.				
<input type="checkbox"/>	Accounts to be reconciled with supplier. Suppliers ledger required from 1.4.2021.				
<input type="checkbox"/>	Accounts to be reconciled with supplier. Suppliers ledger required from 1.4.2020.				
<input type="checkbox"/>	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.				
<input type="checkbox"/>	E&D to check receipt of bill and enter comments below.				
<input type="checkbox"/>	Details of material supplied and balance material to be supplied is required.				
Remarks:					
Prepared by		Sign		Date	

Cancel PO!

APPROVED BY
SOMAM MODI
MANAGING DIRECTOR
02 MAR 2023

Purchase Order

Page(s) 1 Of 1

30-11-2022 11:31:25

Original / Office Copy / Purchase Div.Copy

From Company : **Mehta & Modi Realty Kowkur LLP**
5-4-187/3&4, II nd floor, MG Road, Soham Mansion, Secunderabad-500003
G S T No. : 36ABLFM7631F1Z3

Supplier Details

Summit Sales LLP
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad

Doc No	94269	142389
Doc Date	23-11-2022	
Quote No	Nil	
Quote Date	22-11-2022	
SupplyType	Supply	

GSTIN 36ACQFS2044C1Z7

040-66335551

9618244433

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 693100 - TLWF-Tiles - Wall & Floor Tiles-Ceramic-Nitco-Blanco White - 300X300mm - sqm 102 boxes	111.00	347.87	0.00	18.00	45,564.01
2 711600 - TLWF-Tiles - Wall & Floor Tiles-Ceramic-Nitco-Country Almond - 300X300mm - sqm 112 boxes	122.00	410.49	0.00	18.00	59,094.14
3 293200 - TLWF-Tiles - Wall & Floor Tiles-Ceramic-Nitco-Black Berry - 300X300mm - sqm 61 boxes	66.00	347.87	0.00	18.00	27,092.12
Total Order Value . . .					131,750.27
Rupees : One Lakh(s) Thirty One Thousand Seven Hundred Fifty and Paise Twenty Seven 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** Greenwood Heights
Sy no: 196, Kowkur.
Phone. 040-66335551**Penalty 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 for 501,502,& 614,615,616,& 517,504,701,716 704 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 **Mehta & Modi Realty Kowkur LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Summit Sales LLP**

Name : _____

Name : _____

Date : ___/___/___

Purchase Order

From Company : **Mehta & Modi Realty Kowkur LLP**
5-4-187/3&4, II nd floor, MG Road, Soham Mansion, Secunderabad-500003
G S T No. : 36ABLFM7631F1Z3

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	94269	142389
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Quote No	Nil	
Quote Date	22-11-2022	
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Delivery Date Next Day.

Delivery Location Greenwood Heights
Sy no: 196, Kowkur.
Phone. 040-66335551

Penalty 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 for 501,502,& 614,615,616,& 517,504,701,716 704 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 **Mehta & Modi Realty Kowkur LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Summit Sales LLP**

Name : _____

Name : _____

Date : __/__/__

Estimate/Draft PO

Page(s) 1 Of 1

23-11-2022 12:39:26 PM



16.11.22 3:08:33

From Company : **Mehta & Modi Realty Kowkur LLP**
5-4-187/3&4, II nd floor, MG Road, Soham Mansion, Secunderabad-500003
G S T No. : 36ABLFM7631F1Z3

Supplier Details			
Summit Sales LLP	Doc No	94269	142389
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GSTIN 36ACQFS2044C1Z7	Quote No	Nil	
040-66335551	Quote Date	22-11-2022	
9618244433	SupplyType	Supply	

Kind Attn : **Hamendra,Prabhakar**

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Delivery Date Next Day.

Delivery Location Greenwood Heights
Sy no: 196, Kowkur.
Phone. 040-66335551

Penalty 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 for 501,502,& 614,615,616,& 517,504,701,716 704 work purpose

Completion Date NA

Measurement 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
29 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 SSSLP stock
- Other

For **Mehta & Modi Realty Kowkur LLP**

Authorised Signatory

Handwritten signature and date 23/11/22

Accepted the above Terms And Conditions

For **Summit Sales LLP**

Name : _____

Name : _____

Date : __/__/__

Requisition Form									
Company Name:	MMRK LLP	Date:	22-11-2022						
Site & Phase :	GHT	Time:	17-20 PM						
Unit No./Block No.	A Block								
Supplier:	SSLLP	Req. No.	142389						
Material required before date:		ID No.	81786						
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date			
1									
2	TLWF6931-Tiles-Wall & Floor Tiles-Ceramic-Nitco-Blanco White -300X300MM-sqm	111		111					
3	TLWF7116-Tiles-Wall & Floor Tiles-Metal-Nitco-Country Almond -300X300MM-sqm	122		122					
4	TLWF2932-Tiles-Wall & Floor Tiles-Metal-Nitco-Black Berry-300X300MM-sqm	66		66					
5									
6									
7									
8									
9									
10									
Remarks:	For Flat nos are 501,502&614&615,616&517, 504& 701 & 716 & 704								
	Utility & sitout floor laying work purpose								
	Engineer	Project Manager							
Prepared By:	A Suresh								
Approved By:									
Sign & Date:	22-11-2022								

OK 9/10

APPROVED
23 NOV 2022
P. VENKATESHWARLU
MANAGER PURCHASE

MD