Form for closure of purchase order

Data required from site/engineers:							
PO no.:	93902	PO date:	12-11-22	Req. no.:	142358	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:							

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
D. Devi	D. Devi	09/02/23	A. Suresh		09/02/23

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.	
☐	All bills received against this PO.		
☐	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
S. Xavier	S. Xavier	14-02-2023			

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

Cancel PO.

APPROVED BY
02 MAR 2023
SOHAM MODI
MANAGING DIRECTOR

closure form

Purchase Order

 12-11-2022 03:33:45 PM

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**	93902	142358
	Doc Date	12-11-2022	
GSTIN 36ACQFS2044C1Z7	**Quote No**	NIL	
040-66335551 9618244433	**Quote Date**	12-11-2022	
	SupplyType	Supply	

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	456200 - STEL-Steel - MS grills-- - 1745X1145mm - kgs *6'X4', Unit weight = 23.2kgs*	16.00	3,248.00	0.00	18.00	61,322.24
2	120300 - STEL-Steel - MS Grill-- - 695X545MM - kgs *2.5'X2', Unit weight = 6.8kgs*	5.00	952.00	0.00	18.00	5,616.80
3	6188 - Miscellaneous - Hamali charges - NA - Per Sft	363.00	7.00	0.00	18.00	2,998.38
					Total Order Value . . .	**69,937.42**

Rupees : Sixty Nine Thousand Nine Hundred Thirty Seven and Paise Fourty Two Only.

Terms and Conditions :-

Specification / All MS flat pattis should be 3/4 - 6mm & 10mm thickness sq.rod. Fabrication, grinding & powder coating should be of good quality. Above rates approved by MD vide circular no.831(b), dated. 10/06/2016 and accepted by contractor.

Payment Terms After delivery & production of bill.

Tax All taxes included in above price.

Delivery Date As per request of Project Manager - Delivery in 2 weeks.

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

Penality For Delay NIL.

Transportation Included in the above price.

Warranty 1 year on workmanship.

Advance Paid NIL.

Other Terms We reserve the right to reject items not conforming to quality and specifications. Above order is for GHT - sold+owner share flats only. 2nd lot.

Completion Date Work shall be completed within 20days from the date of the work order.

Measurment Payment will be made as per measurement of laid and fixed material. Wastage at suppliers cost.

Security Supplier shall be responsible for security and storage of material at site at its risk and cost.

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 Head 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

93902
01.11.22 3:07:40

 12-11-2022 11:53:31

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**	93902	142358
	Doc Date	12-11-2022	
	Quote No	NIL	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	12-11-2022	
040-66335551 9618244433	**SupplyType**	Supply	

Kind Attn : Hamendra,Prabhakar

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3	6188 - Miscellaneous - Hamali charges - NA - Per Sft	363.00	7.00	0.00	18.00	2,998.38
					Total Order Value . . .	**69,937.42**

Rupees : Sixty Nine Thousand Nine Hundred Thirty Seven and Paise Fourty Two Only.

Terms and Conditions :-

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Payment Terms	After delivery & production of bill.
Tax	All taxes included in above price.
Delivery Date	As per request of Project Manager - Delivery in 2 weeks.
Delivery Location	Greenwood Heights Sy no: 196, Kowkur. Phone. 040-66335551
Penality For Delay	NIL.
Transportation Cost	Included in the above price.
Warranty	1 year on workmanship.
Advance Paid	NIL.
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order is for GHT - sold+owner share flats only. 2nd lot.
Completion Date	Work shall be completed within 20days from the date of the work order.
Measurment	Payment will be made as per measurement of laid and fixed material. Wastage at suppliers cost.
Security	Supplier shall be responsible for security and storage of material at site at its risk and cost.
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 Head Office. Proof of delivery/DC can be sent by email.

APPROVED BY
12 NOV 2022
SOHAM MODI
MANAGING DIRECTOR

For ***Mehta & Modi Realty Kowkur LLP***

Authorised Signatory

12/11/22

Name :

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Date : _/_/__

Requisition Form							
Company Name:	Mehta & Modi Reality Kowkur LLP						
Site & Phase	GHT	Date:	12-11-2022				
Unit No./Block No.	A & B	Time:	10:11				
Supplier:							
Material required before date:	Urgent	Req. No.	142358				
S No	Item	ID No.					
		Qty required	Qty available at site	Order Qty	Inward No	Inward Date	
1	STEL9402-Steel-MS grills---1745X1145mm-Kgs	16	0	16			
2	STEL8883-Steel-MS Grill---695X545mm-Kgs	5	0	5			
3							
4							
5							
6							
7							
8							
9							
10							
Remarks:	Towards GHT - Sold + Owner share flats only. 2nd lot.						
	Engineer						
Prepared By:	Md. Anwar Baig	Project Manager		Purchase		MD	
Approved By:		A. Suresh					
Sign & Date:							

12 NOV 2022
A. SURESH
PROJECT MANAGER

13 NOV 2022
P. VENKATESHWARLU
MANAGER PURCHASE

342.4
20.5
362.9

Req id : 81464
PO no : 93902