Form for closure of purchase order

PO no.:	95316	PO date:	22/12/22	Req. no.:	208564	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		
□ 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: material not received. close this PO.

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: Basaveshwari	Sign:	Date: 20/03/23

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: Rajyalakshmi	Sign:	Date: 4/4/23

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: Meterial not received so close this PO

Prepared by: Ravi	Sign:	Date: 05/04/23

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
- 6 APR 2023
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

 22-12-2022 15:47:43

95316
13.12.22 4:32:58

py

From Company : **Modi Reality Mallapur LLP**
5-4-187/3&3, II nd floor, Soham Mansion, MG Road, Secunderaba
G S T No. : 36AAEFM1459R1ZP

Supplier Details			
Summit Sales LLP	**Doc No**	95316	208564
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	22-12-2022	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	22-12-2022	
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	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	888300 - STEL-Steel - MS grills-- - 1145X1145mm - kgs *4'X4', Unit weight = 16kgs.*	2.00	2,240.00	0.00	18.00	5,286.40
3	936500 - STEL-Steel - MS grills-- - 1145X845mm - kgs *4'X3', Unit weight = 11.8kgs.*	2.00	1,652.00	0.00	18.00	3,898.72
4	257800 - STEL-Steel - MS grills-- - 845X1145mm - kgs *3'X4', Unit weight = 11.8kgs.*	2.00	1,652.00	0.00	18.00	3,898.72
5	120300 - STEL-Steel - MS Grill-- - 695X545MM - kgs *2.5'X2', Unit weight = 6.8kgs.*	14.00	952.00	0.00	18.00	15,727.04
6	6188 - Miscellaneous - Hamali charges - NA - Per Sft	470.00	7.00	0.00	18.00	3,882.20
					Total Order Value . . .	**94,015.32**

Rupees : Ninty Four Thousand Fifteen and Paise Thirty Two Only.

Terms and Conditions :-

Specification / Brand	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	Gulmohar Residency Survey No 19, Mallapur, Hyderabad. NExt to NFC Railway Over Bridge Phone. Contact: Security ______, 8309938133
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 GMR - D Block, sold flats only. 4th 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
23 DEC 2022
SOHAM MODI
MANAGING DIRECTOR

For *Modi Reality Mallapur LLP*

Authorised Signatory

Accepted the above Terms And Conditions

For *Summit Sales LLP*

Name : ______________

Date : __/__/____

Requisition Form						
Company Name:	MR Mallapur LLP	Date:	22-12-2022			
Site & Phase :	GMR	Time:	10:40			
Unit No./Block No.						
Supplier:		Req. No.	208564			
Material required before date:		ID No.				
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	STEL9402-Steel-MS grills—1745X1145mm-Kgs	16	0	16		
2	STEL4562-Steel-MS grills—1145X1145mm-Kgs	2	0	2		
3	STEL2578-Steel-MS grills—1145X845mm-Kgs	2	0	2		
4	STEL8324-Steel-MS grills—845X1145mm-Kgs	2	0	2		
5	STEL8883-Steel-MS Grill—695X545mm-Kgs	14	0	14		
6						
7						
8						
9						
10						
Remarks:	Towards GMR, D Block - sold flats only. 4th Lot.					
	Engineer	Project Manager		Purchase	MD	
Prepared By:	Md. Anwar Baig	Ramprasad				
Approved By:						
Sign & Date:						

APPROVED BY
22 DEC 2022
M. RAM PRASAD (GMR)
Project Manager

95287; 95290
95286