

Form for closure of purchase order

PO no.: 93643	PO date: 5/11/22	Req. no.: 208191	Advice Scan ID
Barcoded PO available ☒ Y/ ☐ N	Invoice original available ☒ Y/ ☐ N	Copy available ☒ Y/ ☐ N	POD available ☒ Y/ ☐ N
Data required from site/engineers:			
MRN nos. related to PO			
☐ Part material received.		☐ Full material received.	
☐ Close PO – Balance material will be re-ordered by new requisition.		☒ Material not received.	
☐ 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: Basaveshwaru	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.	
☐ Advance paid against this PO		☐ All bills received against this PO.	
Amount paid:		Date of payment:	
Details of part bill received:			
Sl. No.	Bill no.	Bill date	Cr. given to supplier
1.			
2.			
3.			
Remarks by Accountants:			
Prepared by:		Sign:	Date:
Notes: 1. POs/WOs issued for turnkey works - may have been processed by E&D. Check before filling the above.			
Prepared by: Rajalakshmi		Sign: 	Date: 4/4/23
Remarks by Ravi + details of bills to be approved:			
Sl. No.	Bill no.	Bill date	MRN no.
1.			
2.			
3.			
Remarks: Material 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 SSLP 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

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05-11-2022 11:26:31



93643

01.11.22 2:52:16

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

Supplier Details				
Summit Sales LLP 5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad GSTIN 36ACQFS2044C1Z7 040-663355519618244433		Doc No	93643	208191
		Doc Date	05-11-2022	
		Quote No	NIL	
		Quote Date	05-11-2022	
		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 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
Penalty 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 - G Block - sold flats only.
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 **Modi Reality Mallapur LLP**

Authorised Signatory

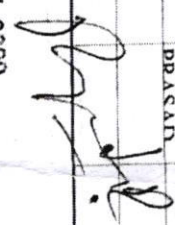
Accepted the above Terms And Conditions

For **Summit Sales LLP**

Name :

Name : _____

Date : ____/____/____

Requisition Form		Date:	04-11-2022			
Company Name:		Time:	10:31			
Site & Phase :						
Unit No./Block No.		Req. No.	208191			
Supplier:		ID No.				
Material required before date:						
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	STEL4562-Steel-MS grills—1745X1145mm-kgs	16	0	16		
2	STEL8883-Steel-MS grills—1145X1145mm-kgs	2	0	2		
3	STEL9365-Steel-MS grills—1145X845mm-kgs	2	0	2		
4	STEL2578-Steel-MS grills—845X1145mm-kgs	2	0	2		
5	STEL1203-Steel-MS Grill—695X545MM-kgs	14	0	14		
6						
7						
8						
9						
10						
Remarks:		Towards G-Block (sold flats only).				
Prepared By:		Project Manager		Purchase		MD
Approved By:		RAM PRASAD				
Sign & Date:						

04 NOV 2022

APPROVED BY
05 NOV 2022
S. HANM MOODI
MANAGING DIRECTOR

PO no: 93643

Req id: 81221

MEMO

[illegible]