

Form for closure of purchase order

PO no.:	94164	PO date:	21/11/22	Req. no.:	208307	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	114323 & Inward no 10109 dtd 25/11/22						
☐ 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: Total material delivered. 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.	27169	25-11-2022	34,658/-	Yes			
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: All bills received against 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

Page 1 Of 1

21-11-2022 16:39:46

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



94164

16.11.22 2:59:08

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		94164 208307
	Doc Date		21-11-2022
	Quote No		Nil
	Quote Date		21-11-2022
	SupplyType		Supply

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 340500 - STEL-Steel - MS Z angle-- - 750X900mm - Nos 4'x3'-5.88kg x130/-	8.00	765.00	0.00	18.00	7,221.60
2 547100 - STEL-Steel - MS Grill-Templates- - 900X1050mm - Kgs 6'x4'-8.4kgx130/-	21.00	1,092.00	0.00	18.00	27,059.76
3 6188 - Miscellaneous - Hamali charges - NA - Per Sft Labour Charges	532.00	0.60	0.00	18.00	376.66
Total Order Value . . .					34,658.02

Rupees : Thirty Four Thousand Six Hundred Fifty Eight and Paise Two Only.

Terms and Conditions :-

Specification / Brand	All MS Z Angles should be 3/4"-3mm thickness.Fabrication,grinding&powder coating should be of good quality.Above rates approved by MD.
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Within 4 days
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 warranty against manufacturing defects.
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications.For H-Block Flat No.301 to 307 Z-Angle Work Purpose.
Completion Date	NA
Measurment	Nil
Security	Nil
Remarks	Contact-SOVLLP.

Der 23/47
10/09 - Inw
25/11/22

Close

For **Modi Reality Mallapur LLP**

Authorised Signatory

Venugopal
21/11/22

Accepted the above Terms And Conditions

For **Summit Sales LLP**

Name : _____

Name : _____

Date : __/__/__

Requisition Form					
Company Name:	MRMLLP	Date:	19-11-2022		
Site & Phase:	Gulmohar Residency	Time:			
Unit No/Block No:	H-301 to 307				
Supplier:		Req. No.	208307		
Material required before date:		21-11-2022	ID No.	81712	
S No	Item	Qty required	Qty available at site	Order Qty	Inward No Inward D
1	STEL3405-Steel-MS Z angle-Templates--1200Wx900Hmm-Nos	1	0	8	765/BEP
2	STEL5471-Steel-MS Z angle-Templates--1800Wx1200Hmm-Nos	6	0	21	1092/ "
3		21			
4	6188 Jodowa Charyas 112+420:532 x 0/60.				
5					
6					
7					
8					
9					
10					
Remarks:	Towards H-Block flat no-301 to 307 Z angle work purpose				
Engineer					
Prepared By:	G Bhagath	Project Manager			
Approved By:		Ram Prasad			
Sign & Date:					

APPROVED

19 NOV 2022

VENKATESHWARLU
MANAGER PURCHASE

MD