Form for closure of purchase order

PO no.:	93256	PO date:	26/10/22	Req. no.:	142272	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	116686.

☑ 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 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: D.Devi	Sign:	Date: 10/04/23.

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.	28532	31-01-2023	27,079/-	
2.				
3.				

Remarks by Accountants: part bill received.

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:	Sign:	Date: 12/04/2023

Remarks by Ravi + details of bills to be approved:

Sl. No.	Bill no.	Bill date	Bill amount	MRN no.
1.				
2.				
3.				

Remarks: As per received part material, bills have received, so close this po.

Prepared by: Ravi	Sign:	Date: 14/4/23

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
17 APR 2023
SOHAM MODI
MANAGING DIRECTOR

Topic:	Part material received from SSLLP									Prepared by:	D Devi	
Company:	Mehta & Modi Realty Kowkur LLP									Date:	12-Apr-23	
Project:	GHT											
							GST					
Sl. No.	PO no.	Item Dicription	Size	PO Quantity	Price	PO Value	Received Quantity	Received Qty Amount	Balance Quantity		Units	Balance Qty Amont
1	93256	Naco Tagus	600X600	451	396	1,78,596.00	58	22,968.00	393		sqm	1,55,628.00
				451		1,78,596.00	58	22,968.00	393			1,55,628.00

APPROVED BY
12 APR 2023
A. SURESH
PROJECT MANAGER

Purchase Order

G+11

 29-10-2022 2:41:47 PM

93256
18.10.22 2:23:37

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

Supplier Details			
Summit Sales LLP	**Doc No**	93256	142272
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	26-10-2022	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	13-10-2021	
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	552500 - TLFL-Tiles - Floor Tiles-Vitrified-Nitco-Tagus - 600X600mm - sqm *650-Boxes*	451.00	396.00	0.00	18.00	210,743.28
					Total Order Value . . .	**210,743.28**

Rupees : Two Lakh(s) Ten Thousand Seven Hundred Fourty Three and Paise Twenty Eight Only.

Terms and Conditions :-

Scan Id - 131036

Specification /	Brand will be nitco, box sft is 15.5 four in a box
Payment Terms	After delivery
Tax	GST included
Delivery Date	With in a day
Delivery Location	Greenwood Heights Sy no: 196, Kowkur. Phone. 040-66335551
Penality 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 forA-block corridor inside laying work purpose.
Completion Date	Nil
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 invoices must be sent to HO office or purchase site office. Proof of delivery/DC can be sent by email.'

S.no.	Bill no.	Bill Dt.	Amount
1.	28532	31/1/23	27,102/-
2.			
3.			
4.			
5.			

For *Mehta & Modi Realty Kowkur LLP*

Authorised Signatory

Accepted the above Terms And Conditions

For *Summit Sales LLP*

Name : ____________ Name : ____________ Date : __/__/____

Contact - -

93041-COPY

347 +51 446/- 396/-

Requisition Form						
Company Name:	MMRK LLP	Date:	13-10-2022			
Site & Phase :	GHT	Time:	16-01-1900			
Unit No./Block No.	A Block					
Supplier:	ssllp	Req. No.	142272			
Material required before date:	20-10-2022	ID No.	80576			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	TLFL5525-Tiles-Floor Tiles-Vitrified-Nitco-Tagus-600X600MM-sqm 650 BOXES	451		451		
2	PO-93256.					
3						
4						
5						
6						
7						
8						
9						
10						
Remarks:	FOR A Block corridor inside laying work purpose					
	Engineer	Project Manager		Purchase		MD
Prepared By:	A Suresh					
Approved By:						
Sign & Date:	13-10-2022					

APPROVED BY
27 OCT 2022
SOHAM MODI
MANAGING DIRECTOR

APPROVED
27 OCT 2022
MINISH PARIKH
MANAGER PROCUREMENT

Estimate/Draft PO

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**	93256	142272
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad		**Doc Date**	26-10-2022	
		Quote No	Nil	
GSTIN 36ACQFS2044C1Z7		**Quote Date**	13-10-2021	
040-66335551	9618244433	**SupplyType**	Supply	

Kind Attn : Hamendra,Prabhakar

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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 invoices must be sent to HO office or purchase site office. Proof of delivery/DC can be sent by email.'

For MDs APPROVAL
☑ High Value/quantity beyond limits.
☐ Po/Req. processed post approval.
☐ Approval for technical details/clarification.
☐ Replenishing CSL P stock
☐ Other

APPROVED BY
27 OCT 2022
SOHAM MODI
MANAGING DIRECTOR

For *Mehta & Modi Realty Kowkur LLP*
Authorised Signatory
27/10/22
Name : ____________________

Name : ____________________

Accepted the above Terms And Conditions
For *Summit Sales LLP*

Date : _/_/__