Form for closure of purchase order

PO no.:	96389	PO date:	23/01/23	Req. no.:	142557	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	117335.	
☑ 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: D.Devi	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.	28764	11-02-2023	16,068/-	
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: S. Aiyunllm	Sign: S. Aiyunllm	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 part received material, bills have received. So close this PO.		
Prepared by: Ravi	Sign:	Date: 13/4/23

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 details from Serene Farms								Prepayed by:	Ravi	
Company:	~~MPPL~~	MRKLLP							Date:	14-Apr-23	
Project:	~~MPL~~	GHP									
				GST	18%						
Sl. No.	PO no.	Item Dicription	Size	PO Quantity	Price	PO Value	Received Quantity	Received Qty Amount	Balance Quantity	Units	Balance Qty Amont
1	96389	MS Grills	750x600	15	958	14,372.40	15	14,372.40	-	No's	-
2	96389	MS Grills	1800x1200	15	3,833	57,489.60	-	-	15	No's	57,489.60
3	96389	MS Grills	1145x1145	5	2,643	13,216.00	-	-	5	No's	13,216.00
4	96389	MS Grills	750x900	5	975	4,873.40	-	-	5	No's	4,873.40
5	96389	Hamali Charges	-	553	8	4,567.78	206	1,696.00	348	No's	2,870.35
Total				593		94,519.18	221	16,068.40	373		78,449.35
					Part bills recceived amount			16,068.40			

13/4/23

Purchase Order

 25-01-2023 15:11:08

96389
10.01.23 4:03:12

From Company : **Mehta & Modi Realty Kowkur LLP**
5-4-187/3&4, II nd floor, MG Road, Soham Mansion, Secunderabad-50
G S T No. : 36ABLFM7631F1Z3

Supplier Details			
Summit Sales LLP	**Doc No**	96389	142557
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	23-01-2023	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	21-01-2023	
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	940200 - STEL-Steel - MS grills-- - Misc - kgs *750x600=2'.5x2'=5.8 kgs x 140*	15.00	812.00	0.00	18.00	14,372.40
2	864400 - STEL-Steel - MS Grill-- - 1800WX1200Hmm - Nos *6'x4'=23.20 kgx 140*	15.00	3,248.00	0.00	18.00	57,489.60
3	888300 - STEL-Steel - MS grills-- - 1145X1145mm - kgs *4'x4'=16 kgx 140*	5.00	2,240.00	0.00	18.00	13,216.00
4	713700 - STEL-Steel - MS Grill-- - 750X900mm - Nos *2'.5x3' =5.9 kgx 140*	5.00	826.00	0.00	18.00	4,873.40
5	6188 - Miscellaneous - Hamali charges - NA - Per Sft	553.00	7.00	0.00	18.00	4,567.78
					Total Order Value . . .	**94,519.18**

Rupees : Ninty Four Thousand Five Hundred Ninteen and Paise Eighteen Only.

Scan Id - 131960

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.

PART DELIVERY DE[illegible]			
S.No.	Bill no.	Bill Dt.	Bill Amount
1.	28764	11/2/23	16,082/-
2.			
3.			
4.			
5.			

Other Terms We reserve the right to reject items not conforming to quality and specifications. Above order for A-block sold flat inside fixing purpose flat no 301,305 & 404 & 405)

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

Veeru /

Name :

Accepted the above Terms And Conditions

For *Summit Sales LLP*

Name :

Date : __/__/____

Estimate/Draft PO

 23-01-2023 14:52:49 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	**Doc No**	96389	142557
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	23-01-2023	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	21-01-2023	
040-66335551 9618244433	**SupplyType**	Supply	

Kind Attn : Hamendra,Prabhakar

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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

APPROVED BY
23 JAN 2023
SOHAM MODI
MANAGING DIRECTOR

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 for A-block sold flat inside fixing purpose flat no 301,305 & 404 & 405)

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

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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

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

Authorised Signatory

Name : ____________________

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ____________________

Date : __/__/____

Estimate/Draft PO

must be sent to Head Office. Proof of delivery/DC can be sent by email.

For *Mehta & Modi Realty Kowkur LLP*

Authorised Signatory

Name : ______________________

Accepted the above Terms And Conditions

For *Summit Sales LLP*

Name : ______________________

Date : __/__/____

Requisition Form						
Company Name:	Mehta & ModiRealty kowkur llp	Date:	21-01-2023			
Site & Phase :	GHT	Time:	10-00			
Unit No./Block No.	A					
Supplier:	SSLLP	Req. No.	142557			
Material required before date:	28-01-2023	ID No.	83610			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	STEL1298-Steel-MS Grill---750X600mm-Nos	15		15		
2	STEL3687-Steel-MS Grill---1800WX1200Hmm-Nos	15		15		
3 96389	STEL4562-Steel-MS grills---1145X1145mm-Kgs	5		5		
4	STEL7415-Steel-MS grills---Misc-Kgs	5		5		
5						
6						
7						
8						
9						
10						
Remarks:	For A Block Sold Flat In side Fixing purpose Flat no are (301,305&401&404 &405)					
	Note : Ventilater grills please make the 747 mm x 597 mm only 3)750MM X 900MM GRILL					
	Engineer	Project Manager		Purchase		MD
Prepared By:	DAVI					
Approved By:	A SURESH					
Sign & Date:	21-01-2023					

APPROVED
18 JAN 2023
P. PRABHAKAR
MANAGER PURCHASE