Form for closure of purchase order

PO no.: 97294.	PO date: 20/2/23	Req. no.: 212087		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	118184, 118261	
☑ 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 DC's/proof of delivery + PO. 3. Provide copies of invoices if available. 4. This entire set to be scanned and sent to Ravi.

Prepared by: Menakh	Sign:	Date: 10 4 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.	29264	24/03/23	52,177/-	yes
2.	29263	24/03/23	8,400/-	yes
3.				

Remarks by Accountants: Both bills received against this PO.

Prepared by: B. Sudheer	Sign: Sudheer	Date: 12/04/23

Notes: 1. POs/WOs issued for turnkey works - may have been processed by E&D. Check before filling the above.

Prepared by: B. Sudheer	Sign: Sudheer	Date: 12/04/23

Remarks by Ravi + details of bills to be approved:

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

Remarks: According to receipt material all bills received

Prepared by: Ravi	Sign:	Date: 17/4/23

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:		Date:	
Approved by: Soham	Sign:		

APPROVED BY
17 APR 2023
SOHAM MODI
MANAGING DIRECTOR

Form for closure of purchase order dt 09-03-23 ver5.docx

Topic.	Part material received details from Serene Farms								Prepayed by:	Ravi	
Company:	SCLLP								Date:	13-Apr-23	
Project:	Serene farms										
				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	97294	Floor Tiles	600x1200mm	148	523	77,388.22	98	51,243.55	50	No's	26,144.67
2	97294	Wall & floor Tiles	300x300mm	20	410	8,209.73	20	8,209.73	-	No's	-
3	97294	Hamali Charges		168	10	1,599.80	118	1,123.67	50	No's	476.13
Total				336		87,197.75	236	60,576.95	100		26,620.80
					Bills recceived amount			60,576.95			

13/4/23

Purchase Order

 10-04-2023 11:20:06 Original / Office Copy / Purchase Div.Copy

From Company : **Serene Constructions LLP**
5-4-187/374,ii Floor,M.G.Road,Secunderabad-500 003.
G S T No. : 36ACVFS7909P1ZV

Supplier Details			
Summit Sales LLP	**Doc No**	97294	212087
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	20-02-2023	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	17-02-2023	
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	394300 - TLFL-Tiles - Tiles-Floor Tiles-Caneite Beige-Cera - 600X1200mm - Sqm *102Boxes*	148.00	443.13	0.00	18.00	77,388.22
2	499500 - TLWF-Tiles - Wall & Floor Tiles-Ceramic-Nitco-Country Rosso - 300X300mm - sqm *18Boxes*	20.00	347.87	0.00	18.00	8,209.73
3	6251 - Miscellaneous - Hamali Charges - NA - Sqm	168.00	8.07	0.00	18.00	1,599.80
					Total Order Value . . .	**87,197.75**

Rupees : Eighty Seven Thousand One Hundred Ninty Seven and Paise Seventy Five Only.

Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Next Day.
Delivery Location	Silver Oak Villas Part III Sy .No.11,12,14,15,16,17,18 , 294 Phone. 0
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 for site use work purpose.
Completion Date	NA
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 invoice must be sent to HO office or purchase site office, proof of delivery/DC can be sent by email.

For ***Serene Constructions LLP***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ______________

Name : ______________

Date : __/__/____

5-4-187/3 & 4 II Floor, M.G. ... Tel : 040 - 6633 5551

DELIVERY CHALLAN

SUMMIT SALES LLP

5-4-187/3 & 4 II Floor, M.G. Road, secunderabad - 500 003.
Tel : 040 - 6633 5551

M/s Serene Constructions LLP	DC No. : 5395
	Date : 06/03/2023
	Vehicle No. : AP 24 G 2350
Site: Nov Part III	P.O. / W.O. No. : 97294
	P.O. / W.O. Date : 20/02/2023

Sl. No.	PARTICULARS	Quantity
1	Cantry Rosso (18 Boxes)	20 sqm
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16	INWARD 3569 6/3/23	
17	118184 7/3/23	
18		
19		
20		

GSTIN :

Received the above materials in good condition.

Received by : Hari

Date : 06/03/2023

Stamp: A.ARO

For SUMMIT SALES LLP

Authorised Signatory

DELIVERY CHALLAN

SUMMIT SALES LLP

5-4-187/3 & 4 II Floor, M.G. Road, secunderabad - 500 003.
Tel : 040 - 6633 5551

M/s Serene Constructions Llp

Site: Sov part - III

DC No.	: 5400
Date	: 9/3/23
Vehicle No.	: AP24G 2350
P.O. / W.O. No.	: 97294
P.O. / W.O. Date	: 20/02/23

Sl. No.	PARTICULARS	Quantity
1	Caneite Beige 600x1200mm 68 Box	98 SQM
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14	INWARD	
15	Inward No: 2595 DC: 9/3/23	
16	MRN No: 11826 Dt: 9/3/23	
17	Received By: Sign:	
18	(Silver Oak Villas-Part-III)	
19		
20		98 SQM

GSTIN :

Received the above materials in good condition.

Received by : Hari

Date : 9/2/23

Stamp: A. Hari

For SUMMIT SALES LLP

Sandeep

Authorised Signatory

Purchase Order

Serene

Page(s) 1 Of 1 21-02-2023 11:36:57 AM Ori

97294
08.02.23 3:48:30

From Company : **Serene Constructions LLP**
5-4-187/374,ii Floor,M.G.Road,Secunderabad-500 003.
G S T No. : 36ACVFS7909P1ZV

Supplier Details			
Summit Sales LLP	**Doc No**	97294	212087
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	20-02-2023	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	17-02-2023	
040-66335551 9618244433	**SupplyType**	Supply	

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

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Tax	All taxes included in above price.
Delivery Date	Next Day.
Delivery Location	Silver Oak Villas Part III Sy .No.11,12,14,15,16,17,18 , 294 Phone. 0
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 for site use work purpose.
Completion Date	NA
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 invoice must be sent to HO office or purchase site office, proof of delivery/DC can be sent by email.

PART DELIVERY DETAILS

S.	Bill no.	Bill Dt.	Amount
1.	29204	24/03/23	52,177
2.	29263	24/03/23	8,400.
3.			

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

APPROVED BY
21 FEB 2023
SOHAM MODI
MANAGING DIRECTOR

Scan Id 136035

Part Material Delivered close PO & raise New requisition
7/4/23

For *Serene Constructions LLP*

Authorised Signatory

Name : Venkateswarlu

Contact - -

Accepted the above Terms And Conditions

For *Summit Sales LLP*

Name : ____________

Date : __/__/____

Requisition Form						
Company Name:	SCLLP	Date:	17.02.2023			
Site & Phase :	SOV-III	Time:	12:30			
Unit No./Block No.	For V no 171					
Supplier:		Req. No.	212087			
Material required before date:	25-Feb	ID No.	84431			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	TILE8556-Tiles-Floor Tiles-Canceite Beige-Cera-600X1200mm-Sqm	148 sq.m	0	148 sq.m		
2	TILE3344-Tiles-Wall & Floor Tiles-Ceramic-Nitco Country Rosso -300X300mm-Sqm	20 sq.m	0	20 sq.m		
3						
4	97294.					
5						
6						
7						
8						
9						
10						
Remarks:	For V no 171					
	Engineer	Project Manager		Purchase APPROVED 20 FEB 2023 P. VENKATESHWARLU MANAGER PURCHASE		MD
Prepared By:	G.chandra kanth					
Approved By:						
Sign & Date:						