Form for closure of purchase order

PO no.:	96621	PO date:	31/01/23	Req. no.:	142582	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	116982, 117241, 117243.	
□ 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.	28856	16-02-2023	62589/-	
2.	28883	20-02-2023	47,775/-	
3.	28884	20-02-2023	61,754/-	

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. Nagulla	Sign: S. Nagulla	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 Mated, bills 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
13 APR 2023
SOHAM MODI
MANAGING DIRECTOR

APPROVED BY
17 APR 2023
SOHAM MODI
MANAGING DIRECTOR

Topic. Part material received from SSLLP

Company: Mehta & Modi Realty Kowkur LLP

Project: GHT

Prepared by: D Devi

Date: 12-Apr-23

Sl. No.	PO no.	Item Dicription	Size	PO Quantity	Price	PO Value	GST Received Quantity	Received Qty Amount	Balance Quantity	Units	Balance Qty Amont
1	96621	Tagus tiles	600X600	295	431	1,27,145.00	267	1,15,077.00	28	sqm	12,068.00
2	96621	Marbo opera Beige	600X600	80	384	30,720.00	80	30,720.00			-
				295		-	267	1,45,797.00	28		12,068.00

APPROVED BY
12 APR 2023
A. SURESH
PROJECT MANAGER

Purchase Order

 01-02-2023 14:32:54

96621
28.01.23 12:54:52

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

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	96621	142582
Doc Date	31-01-2023	
Quote No	Nil	
Quote Date	30-01-2023	
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 *205 boxes*	295.00	431.60	0.00	18.00	150,239.96
2	822100 - TLFL-Tiles - Floor Tiles-Vitrified-Nitco-Marbo Opera Beige - 600X600mm - sqm *55 boxes*	80.00	384.37	0.00	18.00	36,284.53
					Total Order Value . . .	**186,524.49**

Rupees : One Lakh(s) Eighty Six Thousand Five Hundred Twenty Four and Paise Fourty Nine Only.

Terms and Conditions :-

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 for A-block 6th & 7th floor corridor tile 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.'

PART DELIVERY DETAILS

S.no.	Bill no.	Bill Dt.	Amount
1.	28856	16/2/23	62,642/-
2.	28884	20/2/23	61,806/-
3.	28883	20/2/23	47,816/-
4.			
5.			

Scan H
132098
132146

For *Mehta & Modi Realty Kowkur LLP*

Authorised Signatory

Name : Veeru

Accepted the above Terms And Conditions

For *Summit Sales LLP*

Name : ______

Date : __/__/____

Estimate/Draft PO

 31-01-2023 12:06:18

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

Supplier Details			
Summit Sales LLP 5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc No**	96621	142582
	Doc Date	31-01-2023	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	30-01-2023	
040-66335551 9618244433	**SupplyType**	Supply	

Kind Attn : Hamendra,Prabhakar

Estimate/Draft PO for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
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APPROVED BY
01 FEB 2023
SOHAM MODI
MANAGING DIRECTOR

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

For *Mehta & Modi Realty Kowkur LLP*

Authorised Signatory

31/01/2023

Name :

Name :

Accepted the above Terms And Conditions

For *Summit Sales LLP*

Date : __/__/____

Requisition Form							
Company Name:	MMRK LLP	Date:	2023-01-30				
Site & Phase :	GHT	Time:	16-00pm				
Unit No./Block No.	A Block						
Supplier:	ssllp	Req. No.	142582				
Material required before date:	2023-02-01	ID No.	83844				
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 205	295		295			
2	TLFL8221-Tiles-Floor Tiles-Vitrified-Nitco-Marbo Opera Beige-600X600MM-sqm 55 boxes	80		80			
3							
4	96621						
5							
6							
7							
8							
9							
10							
Remarks:	A Block corridor 6 th & 7 th floor corridor inside laying work purpose						
	Engineer	Project Manager	APPROVED	Purchase		MD	
Prepared By:	D Devi		31 JAN 2023				
Approved By:	A Suresh		MINISH PARIKH				
Sign & Date:	2023-01-30		MANAGER PROCUREMENT				