

Form for closure of purchase order

PO no.:	97071	PO date:	11/02/23	Req. no.:	142621	Advice Scan ID	
Barcoded PO available	<input checked="" type="checkbox"/> Y/ <input type="checkbox"/> N	Invoice original available	<input type="checkbox"/> Y/ <input checked="" type="checkbox"/> N	Copy available	<input type="checkbox"/> Y/ <input checked="" type="checkbox"/> N	POD available	<input type="checkbox"/> Y/ <input checked="" type="checkbox"/> N
Data required from site/engineers:							
MRN nos. related to PO							
<input type="checkbox"/> Part material received.		<input type="checkbox"/> Full material received.		<input checked="" type="checkbox"/> Material not received.			
<input type="checkbox"/> Close PO - Balance material will be re-ordered by new requisition.							
<input type="checkbox"/> Cancel PO. Material not required.		<input checked="" type="checkbox"/> Cancel PO. Material will be re-ordered by new requisition					
<input type="checkbox"/> Keep PO open. Material required.		<input type="checkbox"/> 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: <i>D. Devi</i>		Date: 10/04/23			
Data required from accounts:							
<input type="checkbox"/> Checked with E&D for receipt of bills.							
<input checked="" type="checkbox"/> Bills not received against this PO.		<input type="checkbox"/> Part bill received against this PO.		<input type="checkbox"/> All bills received against this PO.			
<input type="checkbox"/> 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.							
2.							
3.							
Remarks by Accountants: Bill not 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. Ramesh		Sign: <i>S. Ramesh</i>		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: Bill not received so close this po.							
Prepared by: Ravi		Sign: <i>Ravi</i>		Date: 13/4/23.			
Advice by MD - action to be taken.							
<input type="checkbox"/> Get certified bill from supplier (not original).		<input type="checkbox"/> Prepare bill in SLLP for material supplied.					
<input type="checkbox"/> Thereafter, prepare advice for credit to supplier and send to Soham for processing.							
<input checked="" type="checkbox"/> Close PO		<input type="checkbox"/> Keep PO open. Material awaited					
<input type="checkbox"/> 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

Purchase Order

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11-02-2023 13:53:57

Purchase Div.Copy

From, Company : **Mehta & Modi Realty Kowkur LLP**
5-4-187/3&4, II nd floor, MG Road, Soham Mansion, Secundera
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 97071 142621

Doc Date 11-02-2023

Quote No Nil

Quote Date 11-02-2023

SupplyType Supply

GSTIN 36ACQFS2044C1Z7

040-66335551

9618244433

Kind Attn : **Hamendra, Prabhakar**

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 822100 - TLFL-Tiles - Floor Tiles-Vitrified-Nitco-Marbo Opera Beige - 600X600mm - sqm 93 boxes	135.00	384.37	0.00	18.00	61,230.14
Total Order Value . . .					61,230.14

Rupees : Sixty One Thousand Two Hundred Thirty and Paise Fourteen 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

Penalty 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 flat no 402 work purpose.

Completion Date Nil

Measurement 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.'

Material Not Taken

For **Mehta & Modi Realty Kowkur LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Summit Sales LLP**

Name : _____

Name : _____

Date : ___/___/___

Veeru 4/02

Requisition Form														
Company Name:	MEHTA & MODI REALTY KOWKUR LLP			Date:	2023-02-11									
Site & Phase :	GHT			Time:	10-00 am									
Unit No./Block No. A				Req. No.	142623									
Supplier:	SSLLP			ID No.	84226									
Material required before date:	2023-02-13			Qty required	135			Qty available at site	135			Inward No	Inward Date	
S No	Item													
1	TILE8221-Tiles-Floor Tiles-Vitrified-Kajaria Dyna-600x1200mm-Sqm	V.F.P	93 borus											
2														
3														
4														
5														
6														
7														
8														
9														
10														
Remarks:	For FLAT NO402													
	Engineer			Project Manager									Purchase	MD
Prepared By:	D DEVI													
Approved By:	A SURESH													
Sign & Date:			2023-02-11											

APPROVED
11 FEB 2023
P. VENKAT SWARLU
MANAGER

1601-7571

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