

Form for closure of purchase order

PO no.:	96732	PO date:	03/02/23	Req. no.:	142588	Advice Scan ID	
Barcoded PO available	☒ Y/ ☐ N	Invoice original available	☐ Y/ ☒ N	Copy available	☐ Y/ ☒ N	POD available	☐ Y/ ☒ N
Data required from site/engineers:							
MRN nos. related to PO							
☐ 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: P. 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.							
2.							
3.							
Remarks by Accountants: Bill not received							
Prepared by: S. Srinivasulu		Sign: S. Srinivasulu		Date: 12/04/2023			
Notes: 1. POs/WOs issued for turnkey works - may have been processed by E&D. Check before filling the above.							
Prepared by:		Sign:		Date:			
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: Ravi		Date: 13/4/23			
Advice by MD - action to be taken.							
☐ Get certified bill from supplier (not original).		☐ Prepare bill in SLLP 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.

mlmpkUP

Purchase Order

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03-02-2023 11:20:50



96732

28.01.23 12:54:53

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
5-4-187/3&4, II nd floor, Soham Mansion, MG Road, Secunderabad

GSTIN 36ACQFS2044C1Z7

040-66335551

9618244433

Doc No	96732	142588
Doc Date	03-02-2023	
Quote No	Nil	
Quote Date	31-01-2023	
SupplyType	Supply	

Kind Attn : Hamendra, Prabhakar

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 429400 - TLFL-Tiles - Floor Tiles-Vitrified-Nitco-Biblos - 600X600mm - sqm 92 boxes	132.00	446.00	0.00	18.00	69,468.96
2 6188 - Miscellaneous - Hamali charges - NA - Per Sft	1,420.00	0.75	0.00	18.00	1,256.70
Total Order Value . . .					70,725.66

Rupees : Seventy Thousand Seven Hundred Twenty Five and Paise Sixty Six Only.

Terms and Conditions :-

Specification / All items shall be of Nitco & Ispira brand/company

Payment Terms After Delivery & Production of bill

Tax All taxes included in above price.

Delivery Date Next 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 A-701 tile laying 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.

(Material) delivery not taken till date

For **Mehta & Modi Realty Kowkur LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Summit Sales LLP**

V. Senthil
09/01/23

Name : _____

Date : ____/____/____

Requisition Form							
Company Name:		Mehta & Modi Realty Kowkur LLP		Date:	2023-01-31		
Site & Phase :		Green wood heights		Time:	10.23 am		
Supplier:		SSLLP		Req. No.	142588		
Material required before date:				ID No.	83903		
				2023-02-01			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date	
1	TLFL4294-Tiles-Floor Tiles-Verified-Nitco-Biblos-600X600mm-sqm	132		132			
2							
3							
4							
5							
6							
7							
8							
9							
10							
Remarks:		For A-701 flooring Tile laying Purpose					
Engineer		Project Manager					
Prepared By:		Asma shaikh		A Suresh			
Approved By:							
Sign & Date:		31-01-2-23					

96132

92 hours


 Purchase
 APPROVED
 01 FEB 2023
 P. VENKAT SURESH
 MANAGER, PURCHASE
 MD