Form for closure of purchase order

PO no.: 97334.	PO date: 20/2/23		Req. no.: 212089.		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	

□ 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: not required material.

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: Murali 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.				
2.				
3.				

Remarks by Accountants: Bills not 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: 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: Material not 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

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 5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc No**	97334	212089
	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	6251 - Miscellaneous - Hamali Charges - NA - Sqm	148.00	8.07	0.00	18.00	1,409.34
					Total Order Value . . .	**78,797.57**

Rupees : Seventy Eight Thousand Seven Hundred Ninty Seven and Paise Fifty Seven 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 villa no.176 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.

Accepted the above Terms And Conditions

For *Serene Constructions LLP*

For *Summit Sales LLP*

Authorised Signatory

Date : _/_/__

Name : ________

Name : ________

Purchase Order

 21-02-2023 12:01:36 PM

97334
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**	97334	212089
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	

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For MDs APPROVAL
- [x] 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

Material not taken

Material not taken close Po
& raise New requisition
7/4/23

For *Serene Constructions LLP*

Authorised Signatory

Veeru 21/02

Name :

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 176					
Supplier:		Req. No.	212089			
Material required before date:	25-Feb	ID No.	84435			
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 102	148 sq.m	0	148 sq.m		
2						
3						
4	97334					
5						
6						
7						
8						
9						
10						
Remarks:	For V no 176					
	Engineer	Project Manager		APPROVED Purchase 20 FEB 2023		MD
Prepared By:	G.chandra kanth			P. VENKATESHWARLU MANAGER PURCHASE		
Approved By:						
Sign & Date:						