Form for closure of purchase order

PO no.: 93485	PO date: 01/01/23	Req. no.: 142314	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	116715	
☑ 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.	28362	21-01-2023	22,558/-	
2.				
3.				

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. [illegible]	Sign: S. [illegible]	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 part of [illegible], part 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
17 APR 2023
SOHAM MODI
MANAGING DIRECTOR

Topic.	Part material received from SSLLP										
Company:	Mehta & Modi Realty Kowkur LLP								Prepared by:	D Devi	
Project:	GHT								Date:	12-Apr-23	
							GST				
Sl. No.	PO no.	Item Dicription	Size	PO Quantity	Price	PO Value	Received Quantity	Received Qty Amount	Balance Quantity	Units	Balance Qty Amont
1	93485	Nitco Blanco White	300X300	111	347	38,517.00	33	11,451.00	78	sqm	27,066.00
2	93485	Country Almond	300x300	122	410	50,020.00	-	-	122	sqm	50,020.00
3	93485	Black Berry	300X300	66	347	22,902.00	22	7,634.00	44	sqm	15,268.00
				299		1,11,439.00	55	19,085.00	244		92,354.00

APPROVED BY
12 APR 2023
A. SURESH
PROJECT MANAGER

Purchase Order

(s) 1 Of 1 01-11-2022 2:27:26 PM

93485
18.10.22 2:23:38

From Company : **Mehta & Modi Realty Kowkur LLP**
5-4-187/3&4, II nd floor, MG Road, Soham Mansion, Secunderabad-50
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**	93485	142314
	Doc Date	01-11-2022	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	31-10-2022	
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	693100 - TLWF-Tiles - Wall & Floor Tiles-Ceramic-Nitco-Blanco White - 300X300mm - sqm *102 boxes*	111.00	347.87	0.00	18.00	45,564.01
2	711600 - TLWF-Tiles - Wall & Floor Tiles-Ceramic-Nitco-Country Almond - 300X300mm - sqm *112 boxes*	122.00	410.49	0.00	18.00	59,094.14
3	293200 - TLWF-Tiles - Wall & Floor Tiles-Ceramic-Nitco-Black Berry - 300X300mm - sqm *61 boxes*	66.00	347.87	0.00	18.00	27,092.12
					Total Order Value . . .	**131,750.27**

Rupees : One Lakh(s) Thirty One Thousand Seven Hundred Fifty and Paise Twenty 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	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 flat no's 301,314,315,704,614,& 615 ,601 & 316& 105 tiles 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.

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

APPROVED BY
03 NOV 2022
SOHAM MODI
MANAGING DIRECTOR

Part Material Delivered
7/1/23

Scan Id- 129970

PART DELIVERY DETAILS

S.no.	Bill no.	Bill Dt.	Amount
1.	~~[illegible]~~	~~[illegible]~~	~~[illegible]~~
2.	28362	21/1/23	22576.77
3.			
4.			
5.			

For *Mehta & Modi Realty Kowkur LLP*

Authorised Signatory

02/11/22

Name :

Accepted the above Terms And Conditions

For *Summit Sales LLP*

Name :

Date : __/__/____

Requisition Form						
Company Name:	MMRK LLP	Date:	2022-10-31			
Site & Phase :	GHT	Time:	10-00am			
Unit No./Block No.	A Block					
Supplier:	SSLLP	Req. No.	142314			
Material required before date:	2022-11-01	ID No.	81041			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1						
2	TLWF6931-Tiles-Wall & Floor Tiles-Ceramic-Nitco-Blanco White -300X300MM-sqm 102	111		111		
3	TLWF7116-Tiles-Wall & Floor Tiles-Metal-Nitco-Country Almond -300X300MM-sqm 112	122		122		
4	TLWF2932-Tiles-Wall & Floor Tiles-Metal-Nitco-Black Berry-300X300MM-sqm 61	66		66		
5						
6	93485					
7						
8						
9						
10						
Remarks:	For Flat nos are 301,314,315,704,614&615,601&316&105					
	Utility & sitout floor laying work purpose					
	Engineer	Project Manager		Purchase		MD
Prepared By:	A Suresh					
Approved By:	APPROVED BY 03 NOV 2022 SOHAM MODI MANAGING DIRECTOR		APPROVED 02 NOV 2022 MINISH PARIKH MANAGER PROCUREMENT			
Sign & Date:	2022-10-31					