Form for closure of purchase order

PO no.:	97/20	PO date:	14/02/23	Req. no.:	18539	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	117795, 118284.	
□ 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:	Received full 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: Meenakshi	Sign:	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:

Prepared by: P. Ramesh	Sign:	Date: 17/4/23

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: All bills received, so close this Po.

Prepared by: Ravi	Sign:	Date: 17/4/23

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

Original / Office Copy / Purchase Div Copy

From Company : **Modi Housing Pvt.Ltd**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36AADCM5906D2Z0

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	97120	185391
Doc Date	14-02-2023	
Quote No	Nil	
Quote Date	14-02-2023	
SupplyType	Supply	

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	437500 - ELSW-Electrical - MCB-- - 06 amps - Nos	60.00	110.00	0.00	18.00	7,788.00
2	124300 - ELSW-Electrical - Change Over Switch - Manual-2 Pole -L&T - 25 amps - Nos	10.00	1,772.00	0.00	18.00	20,909.60
3	437400 - ELSW-Electrical - Isolater-4 Pole- - 40 amps - Nos	10.00	469.00	0.00	18.00	5,534.20
				Total Order Value . . .		**34,231.80**

Rupees : Thirty Four Thousand Two Hundred Thirty One and Paise Eighty Only.

Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	Within 30 days of delivery.
Tax	GST included in above price.
Delivery Date	Within 3 days
Delivery Location	Silver Oak Villas Part III Sy .No.11,12,14,15,16,17,18 , 294 Phone. 0
Penality For Delay	Nil
Transportation	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications.Aove order forvilla no. 122-128,129-135 & 137-146 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 invoice must be sent to HO office or purchase site office. Proof of delivery/DC can be sent by email.

For ***Modi Housing Pvt.Ltd***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name :

Summit Sales LLP

#5-4-187/3 & 4, II Floor, Soham Mansion, M.G.Road, Secunderabad - 500003
Email: purchase@modiproperties.com

Customer / Transporter - Copy

GSTIN/UNI: 36ACQFS2044C1Z7

 24-02-2023

Customer Details		
Modi Housing Pvt Ltd	DC No.	24763
SOV III, Sy no. 11,12,14,15,16,17,18, & 294,,Hyderabad,	DC Date.	24-02-2023
	PO No	97120
	PO Date	14-02-2023
	Req ID	84271
GSTIN : 36AADCM5906D2Z0	Req Date	13-02-2023
	Loc Req No	185391

	Description of Goods	HSN/SAC	Qty
1	437500 - ELSW-Electrical - MCB-- - 06 amps - Nos	853650	30
2	124300 - ELSW-Electrical - Change Over Switch - Manual-2 Pole -L&T - 25 amps - Nos	85359030	3
3	437400 - ELSW-Electrical - Isolater-4 Pole- - 40 amps - Nos	853650	6
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INWARD
Inward No 695 | Dt 22/2/23
MRN No 117995 | Dt 24/2/23
Received By: | Sign:
MHPL-SOV III

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

DELIVERY CHALLAN

Summit Sales LLP

#5-4-187/3 & 4, II Floor, Soham Mansion, M.G Road, Secunderabad - 500003

Email: purchase@modiproperties.com

Customer / Transporter - Copy

GSTIN/UNI: 36ACQFS2044C1Z7

TRANSIT COPY

Customer Details

Modi Housing Pvt Ltd

SOV III, Sy no, 11,12,14,15,16,17,18, & 294,,Hyderabad,

GSTIN : 36AADCM5906D2Z0

DC No.	24941
DC Date.	11-03-2023
PO No.	97120
PO Date.	14-02-2023
Req ID	84271
Req Date	13-02-2023
Loc Req No	185391

	Description of Goods	HSN/SAC	Qty
1	437500 - ELSW-Electrical - MCB-- - 06 amps - Nos	853650	30
2	124300 - ELSW-Electrical - Change Over Switch - Manual-2 Pole -L&T - 25 amps - Nos	85359030	7
3	437400 - ELSW-Electrical - Isolater-4 Pole- - 40 amps - Nos	853650	4
4			
5			
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INWARD
Inward No: 3708 Dt: 11/3/23
MRN No: 21264 Dt: 11/3/23
Received By: Sign
Silver Oak Villas SOV (III)

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

Purchase Order

 16-02-2023 10:18:20

From Company: **Modi Housing Pvt.Ltd**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36AADCM5906D2Z0

97120
08.02.23 3:15:07

Supplier Details			
Summit Sales LLP 5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc No**	97120	185391
	Doc Date	14-02-2023	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	14-02-2023	
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	437500 - ELSW-Electrical - MCB-- - 06 amps - Nos	60.00	110.00	0.00	18.00	7,788.00
2	124300 - ELSW-Electrical - Change Over Switch - Manual-2 Pole -L&T - 25 amps - Nos	10.00	1,772.00	0.00	18.00	20,909.60
3	437400 - ELSW-Electrical - Isolater-4 Pole- - 40 amps - Nos	10.00	469.00	0.00	18.00	5,534.20
					Total Order Value . . .	**34,231.80**

Rupees : Thirty Four Thousand Two Hundred Thirty One and Paise Eighty Only.

Terms and Conditions :-

Specification / Brand	As per details given in the quotation.
Payment Terms	Within 30 days of delivery
Tax	GST included in above price.
Delivery Date	Within 3 days
Delivery Location	Silver Oak Villas Part III Sy .No.11,12,14,15,16,17,18 , 294 Phone. 0
Penality For Delay	Nil
Transportation Cost	Transport cost shall be borne by us.
Warranty	Nl
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications.Aove order forvilla no. 122-128,129-135 & 137-146 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 invoice must be sent to HO office or purchase site office. Proof of delivery/DC can be sent by email.

Sasd
132613
136398

PART DELIVERY DETAILS

S.no.	Bill no.	Bill Dt.	Amount
1.	28970	24/02/23	13484.20
2.	29211	11/3/23	20,744/40
3.			
4.			
5.			

Copleted

For *Modi Housing Pvt.Ltd*
Authorised Signatory

Name : Veeru 16/02

Accepted the above Terms And Conditions
For *Summit Sales LLP*

Name : ____________

Date : __/__/____

Requisition Form							
Company Name:	MHPL SOV						
Site & Phase :	SOV-III						
Unit No./Block No.	For Villa no.122-128,129-135 & 137-146 Purpose	Date:	13-02-2023				
Supplier:		Time:	2:00 ;				
Material required before date:	Urgent	Req. No.	185391				
S No	Item	ID No.	84271				
		Qty required	Qty available at site	Order Qty	Inward No	Inward Date	
1	ELEC2020-Electrical-MCB---06 amps-Nos 437500	60		60			
2	ELEC5195-Electrical-MCB---32amps single pole-Nos 1726600	25		25			
3	ELEC6945-Electrical-Change Over Switch Manual-4 Pole -L&T -25 amps-Nos 124300	10		10			
4	ELEC8878-Electrical-Isolater-4 Pole--40 amps-Nos 887860	10		10			
5							
6							
7							
8	po.no. 97120						
9							
10							
Remarks:	For Villa no.122-128,129-135 & 137-146 Purpose						
	Engineer						
Prepared By:	K.Tulasi Rani	Project Manager		Purchase		MD	
Approved By:	K Purshotham						
Sign & Date:	13-02-2023						

APPROVED
14 FEB 2023
MANAGER PURCHASE