Form for closure of purchase order

PO no.:	97067	PO date:	11-2-2023	Req. no.:	208932	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	117383	
□ 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: Total material received		

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: Sk. Goushie	Sign: Gau	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.	28775	13.02.2023	283	Yes
2.				
3.				

Remarks by Accountants:

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:	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 against this PO.

Prepared by: Ravi	Sign:	Date: 20/4/23.

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
20 APR 2023
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

 10-04-2023 13:35:30 Original / Office Copy / Purchase Div.Copy

From Company : **Modi Reality Mallapur LLP**
5-4-187/3&3, II nd floor, Soham Mansion, MG Road, Secunderabad.
G S T No. : 36AAEFM1459R1ZP

Supplier Details			
Summit Sales LLP 5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc No**	97067	208932
	Doc Date	11-02-2023	
	Quote No	nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	10-02-2023	
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	2119 - Carpentry - hardware - Measuring tape - other - nos *Brown Tape ---3inch*	5.00	48.00	0.00	18.00	283.20
					Total Order Value . . .	**283.20**

Rupees : Two Hundred Eighty Three and Paise Twenty Only.

Terms and Conditions :-

Specification / Brand	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Next Working Day.
Delivery Location	Gulmohar Residency Survey No 19, Mallapur, Hyderabad. NExt to NFC Railway Over Bridge Phone. Contact: Security ______, 8309938133
Penality For Delay	Nil
Transportation Cost	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.Above order For Club house tiles floor protection work purpose.
Completion Date	NA
Measurment	NA
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.

For ***Modi Reality Mallapur LLP***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ______________________

Name : ______________________

Date : __/__/____

13182

DELIVERY CHALLAN

Summit Sales LLP

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

Email: purchase@modiproperties.com

Supplier / Customer / Transporter - Copy

GSTIN/UNI: 36ACQFS2044C1Z7

Customer Details		
Modi Reality Mallapur LLP	DC No.	24581
Sy No, 19, Mallapur, Hyderabad, Next to NFC Railway Over Bridge,500076	DC Date.	13-02-2023
	PO No.	97067
	PO Date.	11-02-2023
	Req ID	84229
GSTIN : 36AAEFM1459R1ZP	Req Date	10-02-2023
	Loc Req No	208932

	Description of Goods	HSN/SAC	Qty
1	2119 - Carpentry - hardware - Measuring tape - other - nos	9017	5
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
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Subject to Hyderabad Jurisdiction

INWARD
MODI REALTY MALLAPUR LLP
Ward No 11318 Dt. 13/2/23
MRN No 117383 Dt. 14/02/23
Received By. Amit Sign.......

for Summit Sales LLP

Authorised signatory

Purchase Order

Page(s) 1 Of 1 11-02-2023 11:03:25 AM

97067
08.02.23 3:15:06

opy

From Company : **Modi Reality Mallapur LLP**
5-4-187/3&3, II nd floor, Soham Mansion, MG Road, Secunderaba
G S T No. : 36AAEFM1459R1ZP

Supplier Details			
Summit Sales LLP	**Doc No**	97067	208932
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	11-02-2023	
	Quote No	nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	10-02-2023	
040-66335551 9618244433	**SupplyType**	Supply	

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
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					Total Order Value	**283.20**

Rupees : Two Hundred Eighty Three and Paise Twenty 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 Working Day.
Delivery Location	Gulmohar Residency Survey No 19, Mallapur, Hyderabad. NExt to NFC Railway Over Bridge Phone. Contact: Security ________, 8309938133
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.Above order For Club house tiles floor protection work purpose.
Completion Date	NA
Measurment	NA
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.

Bill 28775

M-codes - 132891

Delivered
7/4/23

For *Modi Reality Mallapur LLP*

Authorised Signatory

Name : Veeresh 11/02

Accepted the above Terms And Conditions

For *Summit Sales LLP*

Name : ____________________

Date : __/__/____

Requisition Form

Company Name:	MRMLLP	Date:	10-02-2023
Site & Phase :	GMR	Time:	12.00AM
Supplier		Req. No.	208932
Material required before date:	Very Urgent	ID No.	84229

No	Description	Size	Quantity	Units	Inward No	Date
1.	Brown tape	3 inch	5	No's		
2						
3						
4	9706					
5						

Remarks: clubhouse tiles floor protection purpose

Prepared By	G bhagath	Approved by	M ram prasad
Sign.& Date	10-02-2023.	Sign. & Date	

Note:

APPROVED
10 FEB 2023
P. VENK... MANAG...

for Bhagath
Emergency
urgent