Form for closure of purchase order

PO no.:	95891	PO date:	7/1/23.	Req. no.:	175569	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	116252.
☑ 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:	Part material received. Close Po.

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: A. Sravani	Sign:	Date: 14/4/23

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.	28352	20/1/23	60,318/-	Yes.
2.				
3.				

Remarks by Accountants:

Prepared by: Lary	Sign:	Date: 25/4/23

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: As per receipt of Metrl, bills received. So close this PO.

Prepared by: Ravi	Sign:	Date: 25/4/22

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
26 APR 2023
SOHAM MODI
MANAGING DIRECTOR

DELIVERY CHALLAN

SUMMIT SALES LLP

5-4-187/3 & 4 II Floor, M.G. Road, secunderabad - 500 003.
Tel : 040 - 6633 5551

M/s Nilgiri Estates	DC No. : 5286
	Date : 11/01/2023
Site: N.E	Vehicle No. : Ap24G2350
	P.O. / W.O. No. : 95891
	P.O. / W.O. Date : 07/01/2023

Sl. No.	PARTICULARS	Quantity
1	Vitrified Bifilios 2ft × 2ft	87.Sqm
2	Contry Almond	
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16	INWARD	
17	No. 22976	
18	By: 116252 Dt. 11/1/23	
19	Mishra	
20	Nilgiri Estates	

GSTIN :

Received the above materials in good condition.

Received by : Hari

Date : 07/01/2023

Stamp: A.0500

For SUMMIT SALES LLP

Authorised Signatory

Purchase Order

 14-04-2023 10:53:31 Original / Office Copy / Purchase Div.Copy

From Company : **Nilgiri Estates**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003.
G S T No. : 36AAHFN0766F1ZA

Supplier Details			
Summit Sales LLP	**Doc No**	95891	175569
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	07-01-2023	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	07-01-2023	
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 429400 - TLFL-Tiles - Floor Tiles-Vitrified-Nitco-Biblios - 600X600mm - sqm *107 Boxes*	155.00	446.00	0.00	18.00	81,573.40
2 711600 - TLWF-Tiles - Wall & Floor Tiles-Ceramic-Nitco-Country Almond - 300X300mm - sqm *27 Boxes*	30.00	410.49	0.00	18.00	14,531.35
			Total Order Value . . .		**96,104.75**

Rupees : Ninty Six Thousand One Hundred Four and Paise Seventy Five Only.

Terms and Conditions :-

Specification / Brand	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	Nilgiri Estate Sy.No.143/133/134/135/136, Rampally Village. Phone. 9030931172
Penality For Delay	Nil
Transportation Cost	Nil
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications.Above order for changing room flooring at club house swimming 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 ***Nilgiri Estates*** For ***Summit Sales LLP***

Authorised Signatory

Date : _/_/__

Name : ________ Name : ________

Purchase Order

 07-01-2023 3:33:33 PM

95891
27.12.22 3:38:05

From Company : **Nilgiri Estates**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003.
G S T No. : 36AAHFN0766F1ZA

Supplier Details			
Summit Sales LLP	**Doc No**	95891	175569
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	07-01-2023	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	07-01-2023	
040-66335551 9618244433	**SupplyType**	Supply	

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

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2	711600 - TLWF-Tiles - Wall & Floor Tiles-Ceramic-Nitco-Country Almond - 300X300mm - sqm *27 Boxes*	30.00	410.49	0.00	18.00	14,531.35
					Total Order Value . . .	**96,104.75**

Rupees : Ninty Six Thousand One Hundred Four and Paise Seventy Five Only.

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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.

PART DELIVERY DETAILS

S.no.	Bill no.	Bill Dt.	Amount
1.	28352	20/01/23	60,317
2.			
3.			
4.			
5.			

For ***Nilgiri Estates***

Authorised Signatory

Name : Veerk

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ____________

Date : __/__/____

Requisition Form						
Company Name:	NE	Date:	07.01.2023			
Site & Phase :	NE	Time:	12:10			
Unit No./Block No.						
Supplier:		Req. No.	175569			
Material required before date:	09.01.2023	ID No.	83254			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	TILE4294-Tiles-Floor Tiles-Vitrified-Nitco-Biblios-600X600MM-Sqm 1.44 107	155	0	155		
2	TILE7116-Tiles-Wall & Floor Tiles-Metal-Nitco-Country Almond -300X300MM-Sqm 1.08 27	30		30		
3				0		
4	95891			0		
5			0	0		
6						
7						
8						
9						
10						
Remarks:	for changing room flooring purpose at club house swimming pool .					
	Engineer	Project Manager		Purchase		MD
Prepared By:	A.Sravani					
Approved By:	Vijay Raj					
Sign & Date:						