Form for closure of purchase order

PO no.: 94191	PO date:	21/11/2022	Req. no.:	170464	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:
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: MINISH Sign: Date: 17/04/2023
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: 2,79,950 Date of payment: 30/11/22
Details of part bill received:

Sl. No.	Bill no.	Bill date	Bill amount	Cr. given to supplier
1.	841	13/12/22	2,53,527/-	
2.	846	14/12/22	2,21,958/-	
3.	927	4/1/23	84,456/-	
4.				

Remarks by Accountants:

Prepared by: Lary	Sign:	Date: 14/4/23

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: Bulk order so keep PO open.

Prepared by: Ravi	Sign:	Date: 27/4/23.

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
29 APR 2023
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

 23-11-2022 17:39:08

Div.Copy

94191
16.11.22 3:05:32

From Company : **Summit Sales LLP**
5-4-187/3&4,II nd floor,MG Road, Secunderabad-500003.
G S T No. : 36ACQFS2044C1Z7

Supplier Details			
JVM Enterprises	**Doc No**	94191	170464
Shed no A/1-44/2, Mutyam Reddy Estate, Kanjiguda, Old alwal, Secunderabad-500010	**Doc Date**	21-11-2022	
	Quote No	Nil	
GSTIN 36AANFJ7647P1ZD	**Quote Date**	18-11-2022	
9553707172 9553707172	**SupplyType**	Supply	

Kind Attn : Jagan Mohan Reddy

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	161300 - SACP-Sanitary-CP - Wall Hung EWC with seat cover-White- - - - Nos *C02071C,E83001C,C801599*	500.00	3,079.66	0.00	18.00	1,816,999.40
2	533400 - SACP-Sanitary-CP - Wash Basin-White- - - - Nos *C04041C*	500.00	900.00	0.00	18.00	531,000.00
3	634900 - SACP-Sanitary-CP - Wash Basin Pedastal -White- - three fourth - Nos *C830299C,C03791C*	500.00	765.25	0.00	18.00	451,497.50
					Total Order Value . . .	**2,799,496.90**

Rupees : Twenty Seven Lakh(s) Ninty Nine Thousand Four Hundred Ninty Six and Paise Ninty Only.

Terms and Conditions :-

Specification / Brand	All items are Parryware brand- Cascade model, white colour.
Payment Terms	10% Advance balance to be proportionately deducted.
Tax	GST included in the above prices
Delivery Date	With in 7 days
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
Penality For Delay	Nil
Transportation Cost	Extra
Warranty	Sanitaryware-10 years, Internal fittings 2 years, seat covers 2 years
Advance Paid	Rs. 2,79,950/-by cheque/RTGS...
Other Terms	We reserve the right to reject items not conforming to quality and specifications, the above order is for Stock replenshing 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 invoices 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.	846	14-12-22	2,21,958/-
2.	841	13-12-22	2,53,527
3.	927	4-1-23	84,456/-
4.	1172	24/3/23	2,79,970/-
5.			

For *Summit Sales LLP*
Authorised Signatory
24/11/22
Name :

Name :

Accepted the above Terms And Conditions
For *JVM Enterprises*

Date : _/_/__

Requisition Form	Purchase					
Company Name:	Summit Sales LLP	Date:	18-11-2022			
Site & Phase :	SHLLP	Time:	12:57 PM			
Unit No./Block No.						
Supplier:		Req. No.	170464			
Material required before date:		ID No.	81726			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	SACP4804-Sanitary CP-Wall Hung EWC with seat cover-White---Nos	500	0	500		
2	SACP8102-Sanitary CP-Wash Basin-White---Nos PO No 94191	500	0	500		
3	SACP3411-Sanitary CP-Wash Basin Pedastal -White--three fourth-Nos	500	0	500		
4						
5						
6						
7						
8						
9						
10						
Remarks:	Stock replanish purpose					
	Engineer	Project Manager		Purchase		MD
Prepared By:	Prabhakar					
Approved By:						
Sign & Date:						

APPROVED BY
19 NOV 2022
SOHAM MODI
MANAGING DIRECTOR