

Form for closure of purchase order

PO no.: 96459	PO date: 25/01/23	Req. no.: 170749	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: [Signature]	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:	Date of payment:		
Details of part bill received:				
Sl. No.	Bill no.	Bill date	Bill amount	Cr. given to supplier
1.	4087	22/1/23	1,65049	42
2.				
3.				
4.				
Remarks by Accountants:				
Prepared by: [Signature]	Sign: [Signature]	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: As receipt of part material, bill received. So close this PO.				
Prepared by: Ravi	Sign: [Signature]	Date: 27/4/23		
Advice by MD - action to be taken.				
☐ Get certified bill from supplier (not original).		☐ Prepare bill in SSLP 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: 28 APR 2023		

APPROVED BY
Date: 28 APR 2023
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

Page(s) 1 of 2

25-01-2023 13:23:23



10.01.23 4:03:12

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

Supplier Details

Shubham Enterprises
5-2-288/D,Hyderbasti,R.P. Road,Lane Opp.Arya Samaj,sec-bad-500 003

Doc No 96459 170749
Doc Date 25-01-2023
Quote No Nil
Quote Date 24-01-2023
SupplyType Supply

GSTIN 36AELFS6374J1ZC 6656-8151..
040-66318150/23468151 9849153774

Kind Attn : Viral.

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 359000 - ELCD-Electrical - Conducting Pipe -PVC- - 25X1.2mm - Nos	300.00	151.65	58.00	18.00	22,547.32
2 198000 - ELCD-Electrical - Conducting Bends -PVC- - 25X1.5mm - Nos	500.00	18.76	58.00	18.00	4,648.73
3 422000 - ELCD-Electrical - Conducting Pipe -PVC- - 25X1.5mm - Nos	500.00	191.46	56.00	18.00	49,703.02
4 468000 - ELCD-Electrical - Insulation tapes-- - 20nos - Boxes	540.00	9.00	0.00	18.00	5,734.80
5 802400 - ELSW-Electrical - Al service wire -4 mm-South King - 90mtrs - Bundles	10.00	2,050.00	0.00	18.00	24,190.00
6 300700 - ELCO-Electrical - Co-Axial Cable-RG 6 TV Cable-Finolex - 100mtr - Bundles	5.00	1,900.00	0.00	18.00	11,210.00
7 898000 - ELCD-Electrical - Metal Box-- - 8Way - Nos	120.00	138.00	55.00	18.00	8,793.36
8 456000 - ELSW-Electrical - Al service wire -2 mm-South King - 90mtrs - Bundles	12.00	1,250.00	0.00	18.00	17,700.00
9 223600 - ELCA-Electrical - Cat 6 cable--Dlink - 305mtrs - Bundles	3.00	7,410.00	0.00	18.00	26,231.40
10 889300 - ELCD-Electrical - Fan box -PVC- - 25mm - Nos	100.00	26.00	0.00	18.00	3,068.00

PART DELIVERY DETAILS

S.no	Bill No	Bill Date	Amount
1.	4087	24/01/23	1,65,049
Terms and Conditions			
2.	All items shall be of sudhakar brand/company		
3.	After Delivery & Production of bill		
Payment Terms			
Tax	GST included in the above prices		
Delivery Date	With in 4 days		
Delivery Location	Summit Housing LLP Cherlapally, Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra		

Total Order Value . . . 173,826.63

Rupees : One Lakh(s) Seventy Three Thousand Four Hundred Twenty Six and Paise Sixty Three Only.

For MDs APPROVAL

- ☒ High Value/quantity beyond limits.
☐ Po/Req. processed-post approval.
☐ Approval for technical details/clarification
☐ Replenishing SLLP stock
☐ Other

Penalty For Delay Nil

For **Summit Sales LLP**
Authorised Signatory

Name :

APPROVED BY**25 JAN 2023****SOHAM MODI
MANAGING DIRECTOR**

Name :

Accepted the above Terms And Conditions
For **Shubham Enterprises**

Date : _/_/_

Purchase Order

Page(s) 2 Of 2

25-01-2023 13:23:23

Original / Office Copy / Purchase Div.Copy

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 is for stock replenishing 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.'

For **Summit Sales LLP**
Authorised Signatory

Name :


25/01/2023

Accepted the above Terms And Conditions

For **Shubham Enterprises**

Name :

Date : _/_/

Requisition Form

Company Name:

SSLLP

Date:

24.01.2023

Site & Phase :

SHLLP

Time:

11:00:00

Unit No./Block No.

Supplier:

Req. No.

170749

Material required before date:

ID No.

83713

S No

Item

Qty required at site

Order Qty Inward No Inward Date

1 ELEC8842-Electrical-Co Axial Cable-RG 6 TV Cable-Finolex- 100mts-Bundles ✓

5 ✓

13

5

2 ELEC6991-Electrical-Cat 6 cable--D link- 305mts-Bundles ✓

3 ✓

0

3

3 ELEC8024-Electrical-AI service wire -2 mm-South King-90mts-Bundles ✓

12 ✓

8

12

4 ELEC1392-Electrical-AI service wire -4 mm-South King-90mts-Bundles ✓

10 ✓

0

10

5 ELEC3082-Electrical-Conducting Pipe -PVC--25X1.5mm-Nos ✓

500 ✓

930

500

6 ELEC4220-Electrical-Conducting Pipe -PVC--25X1.2mm-Nos ✓

300 ✓

0

300

7 ELEC3590-Electrical-Conducting Bends -PVC--25X1.5mm-Nos ✓

500 ✓

915

500

8 ELEC2741-Electrical-Fan box -PVC--25mm-Nos ✓

100 ✓

139

100

9 ELEC4374-Electrical-Insulation tapes---20nos-Boxes ✓

540 ✓

219

540

10 ELEC2354-Electrical-Metal Box---8Way-Nos ✓

120 ✓

0

120

Remarks: For Stock Replenishing purpose

Engineer

Project Manager

Purchase

MD

Prepared By: M.Asha jyothi

Approved By: Minish

Sign & Date:

PO:- 96459