Form for closure of purchase order

PO no.:	87327	PO date:	12-4-22	Req. no.:	169686	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	106602, 107641, 109877, 110873, 114407						
□ 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: All Material recieved. 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: MINISH.		Sign:				Date: 24/03/2023	
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: 10,70,000/-				Date of payment: 18/4/22	
Details of part bill received:							
Sl. No.	Bill no.	Bill date		Bill amount		Cr. given to supplier	
1.	355	27/4/22		6,06412			
2.	628	21/5/22		9,96,645			
3.	1930	20/7/22		36,515			
4.	3685	30/11/22		1,40,022			
Remarks by Accountants: 5) 2291		13/08/22		359,609.			
Prepared by: D. Swarup		Sign:				Date: 13/3/23	
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: 28/4/23.	
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:	

MANAGING DIRECTOR
SOHAM MODI
2 9 APR 2023
APPROVED BY

Purchase Order

Page(s) 1 Of 2 12-04-2022 13:30:04

87327
04.04.22 1:33:43

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

Supplier Details

Bath Store
171/B,Eshwaripuri Colony Near Netaji Nagar X Road HT Lane Sainipuri Sec - 500094

GSTIN 36AJSPP8724H1ZJ

27113200 9885329687/9014880200

Doc No	87327	169686
Doc Date	12-04-2022	
Quote No	Nil	
Quote Date	02-03-2022	
SupplyType	Supply	

Kind Attn : Mr. Srinivas

Matrd Pending 2-22/-9

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	9075 - Tiles - Bathroom walltiles luna DK - 10 IN X 15 IN X 8 Pieces - Boxes	611.00	221.80	0.00	18.00	159,913.36
2	9076 - Tiles - Bathroon wall tiles Luna LT - 10 IN X 15 IN X 8 Pieces - Boxes	802.00	221.80	0.00	18.00	209,902.65
3	9077 - Tiles - Bathroom wall tiles luna HL - 10 IN X 15 IN x 8 Pieces - Boxes	277.00	221.80	0.00	18.00	72,497.55
4	9091 - Tiles - Bathroom floor Maharaja Beige - 12 in X 12 in X 12 in - Boxes	295.00	461.86	0.00	18.00	160,773.47
5	9070 - Tiles - Bathroon wall tiles - Ultra sprinkle DK - 10 IN X 15 IN X 8 pieces - Boxes	1,054.00	221.80	0.00	18.00	275,857.10
6	9069 - Tiles - Bathroom Wall tiles -ultra sprinkle LT - 10 in X 15 in X 8 pieces - Boxes	1,784.00	221.80	0.00	18.00	466,915.62
7	9071 - Tiles - Bathroom wall tiles ultra sprinkle HL - 10 IN x 15 IN x 8 Pieces - Boxes	308.00	221.80	0.00	18.00	80,610.99
8	9092 - Tiles - Bathroom floor - Maharaja Off white - 12 in X 12 in X 12 in - Boxes	537.00	461.86	0.00	18.00	292,662.21
9	9073 - Tiles - Bathroom wall tiles malashiyan brown DK - 10 IN X 15 IN x 8 Pieces - Boxes	614.00	221.80	0.00	18.00	160,698.54
10	9072 - Tiles - Bathroom wall tiles malashiyan brown LT - 10 INx 15 IN x 8 PIECES - Boxes	693.00	221.80	0.00	18.00	181,374.73
11	9074 - Tiles - Bathroom malashiyan brown HL - 10 IN X 15 IN X 8 Pieces - Boxes	167.00	221.80	0.00	18.00	43,707.91
12	9090 - Tiles - Bathroom floor jaipur panna - 12 in X 12 in X12 pieces - Boxes	73.00	461.86	0.00	18.00	39,784.62

Note: All Matrl received

Total Order Value . . . 2,144,698.73

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

P.O To be closed

Terms and Conditions :-

Specification / Brand Brand is Nitco Wall tiles box sft is 8.07, box qty is 8 tiles, rate per sft is 32.43 Including GST for 10"x15", Floor tiles 12"x12" box sft is 11.62 rate per sft is Rs.46.9/- Includes GST

Payment Terms 50% Advance, balance after delivery of tiles

Tax GST included in the above prices

Delivery Date With in 15 days

For *Summit Sales LLP*

Authorised Signatory

Name :

For MDs APPROVAL
- High Value/quantity beyond limits
- Po/Req. processed-post approval
- Approval for technical details/clarification
- Replenishing SSLLP stock
- Other

PART DELIVERY DETAILS

S.no.	Bill no.	Bill Dt	Amount
	355	27/04/22	6,06,412/-
	628	21/5/22	9,96,645
	1930	25/7/22	36,515
	2291	13/8/22	3,59,609
5.	3685	25/11/22	1,40,022/-

Blnc: 1,538,287/-

21,29,203

APPROVED BY
13 APR 2022
SOHAM MODI
MANAGING DIRECTOR

Accepted the above Terms And Conditions

For *Bath Store*

Name :

Date : __/__/____

Purchase Order

 12-04-2022 13:30:04 Original / Office Copy / Purchase Div.Copy

Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
Penality For Delay	Nil
Transportation Cost	Nil
Warranty	Nil
Advance Paid	Rs. 10,70,000-00, by cheque.....................dated......................
Other Terms	We reserve the right to reject items not conforming to quality and specifications, breakage is in suppliers account above order is for Stock replanish , 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 : ____________

Accepted the above Terms And Conditions

For ***Bath Store***

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	12.04.2022
Site & Phase :	SHLLP	Time:	10:57
Supplier		Req.No.	169686
Material required before date:		ID No.	75531

No	Description	Size	Quantity	Units	Inward No	Date
1.	Luna DK	15''x10''	611	Box		
2.	Luna LT	15''x10''	802	Box		
3	Luna HL	15''x10''	277	Box		
4	Maharaja Beige	12''x12''	295	Box		
5	Ultra Sprinkle DK	15''x10''	1054	Box		
6	Ultra Sprinkle LT	15''x10	1784	Box		
7	Ultra Sprinkle HL	15''x10	308	Box		
8	Maharaja off white	12''x12''	537	Box		
9	Malaysian Brown DK	15''x10''	614	Box		
10	Malaysian Brown LT	15''x10	693	Box		
11	Malaysian Brown HL	15''x10''	167	Box		
12	Jaipur Panna	12''x12''	73	Box		

87327

Remarks: For Stock repleneshing purpose.

Prepared By	Ramya	Approved by	
Sign.& Date	12.04.2022	Sign. & Date	APPROVED 12 APR 2022

Note: On receipt of material at site write inward number and date in last 2 columns.