Form for closure of purchase order

PO no.: 90633	PO date: 02/8/22	Req. no.: 184463	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 111962.			
□ 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: K. Tulasirani	Sign:	Date: 03/03/23	
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.				
2.				
3.				

Remarks by Accountants:		
Prepared by: P. Rameshkumar	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 against this PO.		
Prepared by: Ravi	Sign:	Date: 15/03/23.
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:	

debit

APPROVED BY
16 MAR 2023
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

09-02-2023 10:03:57

Original / Office Copy / Purchase Div.Copy

From Company : **Silver Oak Villas LLP**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36ADBFS3288A2Z7

Supplier Details

Anisha Associates
No.3-6-98, Vasavi Towers, Boosareddyguda, West Marredpally, Main Road, Secunderabad.

GSTIN 36ABTPV3594Q1Z8 NA
66209804 9246589804

Doc No	90633	184463
Doc Date	02-08-2022	
Quote No	Nil	
Quote Date	30-06-2022	
SupplyType	Supply	

Kind Attn : Mr. Kishan Raj

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	3107 - Chemicals - Crack Fill - NA - kgs *Dr.Fixit (1kg)*	5.00	65.00	0.00	18.00	383.50
Rupees : Three Hundred Eighty Three and Paise Fifty Only.				**Total Order Value . . .**		**383.50**

Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	On complete delivery of all maerials only.
Tax	Inclusive of all GST taxes
Delivery Date	Next Day.
Delivery Location	Silver Oak Villas Part III Sy .No.11,12,14,15,16,17,18 , 294 Phone. 0
Penality For Delay	Nil
Transportation	Extra.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for for crack filling 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 ***Silver Oak Villas LLP***
Authorised Signatory

Accepted the above Terms And Conditions
For ***Anisha Associates***

Name : ____________________ Name : ____________________ Date : __/__/____

Contact - -

ANISHA ASSOCIATES

AUTHORISED DISTRIBUTORS

DR FIXIT, ROFF, MYK, FOSROC, POLYGLAZE CONSTRUCTION CHEMICALS

No. 3-6-98 Vasavi Towers West Marredpally Main Road, Secunderabad - 500 026.

Tel: 040-48509804, Mob: 9246589804 E-mail: anishaassociates88@gmail.com

GSTIN : 36ABTPV3594Q1Z8

Pidilite Building Bonds

Buyer: Silver Oak Villas LLP
5-4-187/3&4
[illegible]

No. 132 Date 7/9/2022

Your order No. 90633 Date 2/8/22

Our D.C. No. ________ Date ________

Documents Sent through ________

DESCRIPTION	Packing	Qty	Unit Price	AMOUNT Rs.	Ps.
Crack Fill		5	65	325	—
		Total Taxable		325	—
		CGST @ 9%		29	25
		SGTS @ 9%		29	25
		IGST @		—	
		TOTAL		383	50

Anisha Associates.
Bank of Baroda,
Ac.No. 12620200000171
IFSC : BARB0MARRED
(Fifth character is Zero)

Rupees three hundred Eighty three fifty paise only.

Goods once sold will not be taken back or exchanged
Subject to Hyderabad Jurisdiction.

For Anisha Associates

INWARD
Inward No: 2716 Dt: 16/9/22
MRN No: 11962 Dt: 20/9/22
Received By: Sign:
(Silver Oak Villas - Part-III)

SUMMIT SALES LLP
INWARD
No: 99363
Date: 22/9/22
Sign:
R.R. DIST.

Purchase Order

 02-08-2022 14:37:30

90633
29.07.22 12:09:34

From Company : **Silver Oak Villas LLP**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36ADBFS3288A2Z7

Supplier Details

Anisha Associates
No.3-6-98, Vasavi Towers, Boosareddyguda, West Marredpally, Main Road, Secunderabad.

GSTIN 36ABTPV3594Q1Z8 NA
66209804 9246589804

Doc No	90633	184463
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B. No 132 21/9
I. No 2746 26/9

For *Silver Oak Villas LLP*

Authorised Signatory

Name : 02/08/22

Name : ____________________

Accepted the above Terms And Conditions

For *Anisha Associates*

Date : __/__/____

Requisition Form						
Company Name:	Silver Oak Villas	Date:	01-08-2022			
Site & Phase :	SOV-III	Time:	12:00			
Supplier:		Req. No.	184463			
Material required before date:	04-08-2022	ID No.	78526			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	CHEM1486-Chemical-Crack fill--Dr. Fixit-20Kgs-Kgs 90633	5Bags	0	5Bags		
2						
3						
4						
5						
6						
7						
8						
9						
10						
Remarks:	For site use purpose					
	Engineer	Project Manager	APPROVED	Purchase		MD
Prepared By:	K.Tulasi Rani		02 AUG 2022			
Approved By:			MINISH PARIKH			
Sign & Date:			MANAGER PROCUREMENT			