Form for closure of purchase order

PO no.:	97570	PO date:	25/02/23	Req. no.:	170891	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	118016, 118162 & 118321

☑ 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, plz 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: M. Sarfaraz	Sign: M S	Date: 26/4/23

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: 1,02,778/-	Date of payment: 1/3/23

Details of part bill received:

Sl. No.	Bill no.	Bill date	Bill amount	Cr. given to supplier
1.	1594	1/3/23	31,860/-	yes
2.	1606	25/2/23	6018/-	yes
3.				
4.				

Remarks by Accountants:

Prepared by:	Sign:	Date: 15/4/23

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: ~~Need invoice from vendor.~~ As per receipt of part material, bills recvd, so close this PO.

Prepared by: Ravi	Sign:	Date: 04/5/23.

04/5/23.

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
-5 MAY 2023
SOHAM MODI
MANAGING DIRECTOR

NOTE:- Balance amount credit note to be received OR adjust to some other order.

04/5/23.

Purchase Order

Original / Office Copy / Purchase Div.Copy

Page(s) 1 Of 1 27-02-2023 17:20:36

emailed 13 nos 28/2

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

Supplier Details

Kothari Fire Safety Equipments
S.No. 11, 2nd Floor, S.A.Trade Complex, Above Bombay Hotel, Ranigunj X Road, Secunderabd-500 003.

GSTIN 36ATDPK0172B1Z9

66335959/66335969 9966050000/9290806798

Doc No	97570	170891
Doc Date	25-02-2023	
Quote No	KFSE/45/2022	
Quote Date	24-02-2023	
SupplyType	Supply	

Kind Attn : Mr. Prabhu Kothari.

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	280300 - MISC-Miscellaneous - Dry type Fire extinguisher-- - 5Kgs - Nos	3 5.00	1,700.00	0.00	18.00	10,030.00
2	953200 - MISC-Miscellaneous - Wet type Fire extinguisher-- - Misc - Nos	5 5.00	11,000.00	0.00	18.00	64,900.00
3	377900 - MISC-Miscellaneous - Fire extinguisher-CO2- - 9Kgs - Nos	4 4.00	4,200.00	0.00	18.00	19,824.00
4	255400 - MISC-Miscellaneous - Fire Extinguished-DCP ABC- - 6Kgs - Nos	2 4.00	1,700.00	0.00	18.00	8,024.00
					Total Order Value . . .	**102,778.00**

Rupees : One Lakh(s) Two Thousand Seven Hundred Seventy Eight Only.

Terms and Conditions :-

Specification / Brand	As per details given in the quotation KFSE/45/2022 dtd: 24-02-23.
Payment Terms	Within 7 days of delivery.
Tax	All taxes included in above price.
Delivery Date	Within 1-2weeks from the date of PO.
Delivery Location	SSLLP-GVDC
	Phone.
Penality For Delay	Nil
Transportation Cost	Extra.
Warranty	1 year warranty.
Advance Paid	Rs: 1,02,778 by Cheque/RTGS. Cheque no:________ dated ________.
Other Terms	We reserve the right to reject items not conforming to quality and specifications.
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 Head Office. Proof of delivery/DC can be sent by email.

PART DELIVERY DETAILS

S.no.	Bill no.	Bill Dt.	Amount
1.	1606	03/03/23	6,018/-
2.			
3.			
4.			
5.			

APPROVED BY
27 FEB 2023
SOHAM MODI
MANAGING DIRECTOR

Accepted the above Terms And Conditions

For *Kothari Fire Safety Equipments*

For *Summit Sales LLP*

Authorised Signatory

Date : __/__/____

Name : ________________

27-02-2023 17:20:36

Purchase Order

97570
16.02.23 5:15:17

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

Supplier Details			
Kothari Fire Safety Equipments	**Doc No**	97570	170891
S.No. 11, 2nd Floor, S.A.Trade Complex, Above Bombay Hotel, Ranigunj X Road, Secunderabd-500 003.	**Doc Date**	25-02-2023	
	Quote No	KFSE/45/2022	
GSTIN 36ATDPK0172B1Z9	**Quote Date**	24-02-2023	
66335959/66335969 9966050000/9290806798	**SupplyType**	Supply	

Kind Attn : Mr. Prabhu Kothari.

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	280300 - MISC-Miscellaneous - Dry type Fire extinguisher-- - 5Kgs - Nos	5.00	1,700.00	0.00	18.00	10,030.00
2	953200 - MISC-Miscellaneous - Wet type Fire extinguisher-- - Misc - Nos	5.00	11,000.00	0.00	18.00	64,900.00
3	377900 - MISC-Miscellaneous - Fire extinguisher-CO2- - 9Kgs - Nos	4.00	4,200.00	0.00	18.00	19,824.00
4	255400 - MISC-Miscellaneous - Fire Extinguished-DCP ABC- - 6Kgs - Nos	4.00	1,700.00	0.00	18.00	8,024.00
				Total Order Value . . .		**102,778.00**

Rupees : One Lakh(s) Two Thousand Seven Hundred Seventy Eight Only.

Terms and Conditions :-

Specification / Brand	As per details given in the quotation KFSE/45/2022 dtd: 24-02-23.
Payment Terms	Within 7 days of delivery.
Tax	All taxes included in above price.
Delivery Date	Within 1-2weeks from the date of PO.
Delivery Location	SSLLP-GVDC
	Phone.
Penality For Delay	Nil
Transportation Cost	Extra.
Warranty	1 year warranty.
Advance Paid	Rs. 1,02,778 by Cheque/RTGS. Cheque no:________,dated________.
Other Terms	We reserve the right to reject items not conforming to quality and specifications.
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 Head Office. Proof of delivery/DC can be sent by email.

APPROVED BY
27 FEB 2023
SOHAM MODI
MANAGING DIRECTOR

For *Summit Sales LLP*

Authorised Signatory

Accepted the above Terms And Conditions

For *Kothari Fire Safety Equipments*

Date : __/__/____

Name : ____________

Requisition Form							
Company Name:	SUMMIT SALES LLP	Date	21-02-2023				
Site & Phase	SSLLP-GVDC	Time	17:00				
Unit No. Block No.							
Supplier		Req. No.	170891				
Material required before date:	URGENT	ID No:	84514				
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date	
1	MISC2803-Miscellaneous-Dry type Fire extinguisher---5Kgs-Nos 6kg	5	0	5			
2	MISC9532-Miscellaneous-Wet type Fire extinguisher---Misc-Nos – chemical	5	0	5			
3	MISC3779-Miscellaneous-Fire extinguisher-CO2--[illegible]gs-Nos 4.5 Kg	4	0	4			
4	MISC5145-Miscellaneous-Fire Extinguished-DCP ABC--6Kgs-Nos 6kg	4	0	4			
5							
6							
7							
8							
9							
10							
Remarks	FOR MEP WORKS.						
	Engineer	Project Manager		Purchase		MD	
Prepared By:	N.SAI SHIVANI						
Approved By:	B.PRAVEEN						
Sign & Date:	21/02/23	20-02-2023					

- 3

JAI GURUDEV

DELIVERY CHALLAN

KOTHARI FIRE SAFETY EQUIPMENT

Head Office : S. No. 08, 2nd Floor, S.a Trade Complex, Ranigunj X Road, Secunderabad - 3.
E-mail : Kotharifire@gmail.com, Phone: 9966050000, 9290806798, 66335959 & 69

D.C. No. 6309 Date: 01/03/23

To, Sumit Sales LLP

Transport : Self

Invoice No : HO/1594

Dated : 01/03/23

Dear Sir,
Please Receive The Following Goods Against Your Order

S.No.	Particulars	Make	Quantity	Units
1)	Abc 6KG	Kamex	06	NO
1)	CO_2 4.5KG	"	04	NO

Inward No: 1964 08/3/23
MIR: 11808 08/3/23
Rajan
S S LLP-GVDC

Received By
S.K. RAJU
6281929265

Please acknowledge the receipt of material and send one copy duly signed in token of receipt.
Contact:
GSTIN/UIN: 36AIDPK0172B1Z9

Receiver's Signature with your Stamp.

For KOTHARI FIRE SAFETY EQUIPMENT

- 3

JAI GURUDEV

DELIVERY CHALLAN

KOTHARI FIRE SAFETY EQUIPMENT

Head Office : S. No. 08, 2nd Floor, S.a Trade Complex, Ranigunj X Road, Secunderabad - 3.
E-mail : Kotharifire@gmail.com, Phone: 9966050000, 9290806798, 66335959 & 69

D.C. No. 6319 Date: 03/03/23	Transport : Self
To, Summit sales LLP	Invoice No : H011606
	Dated : 03/03/23

Dear Sir,
Please Receive The Following Goods Against Your Order

S.No.	Particulars	Make	Quantity	Units
(1)	Abc 6 KG	Kanex	03	NO

INWARD
Inward No: 1971 Dt: 6/3/23
MFN No: 118162 Dt:
Received By: M.Sanjay Sign:
G.V.D.C. PVT. LTD.

Please acknowledge the receipt of material and send one copy duly signed intake of receipt.
Contact:
GSTIN/UIN: 36ATDPK0172B1Z9

Receiver's Signature with your Stamp.

For KOTHARI FIRE SAFETY EQUIPMENT

KOTHARI FIRE SAFETY EQUIPMENTS ★ SECUNDERABAD ★

Tax Invoice

KOTHARI FIRE SAFETY EQUIPMENT Shop No 8,D No 5/5/64 SA Trade Centre Ranigunj Secundrabad-500003 Phone No.040-66335959 / 66335969 GSTIN/UIN: 36ATDPK0172B1Z9 State Name : Telangana, Code : 36 E-Mail : accounts@kotharifire.com	Invoice No. **HO/1594**	Dated **1-Mar-23**
	Delivery Note	Mode/Terms of Payment
	Reference No. & Date.	Other References
	Buyer's Order No. **97570**	Dated **25-Feb-23**
Consignee (Ship to) **Summit Sales LLP** GVDC Turkapally Hyderabad---500078 GSTIN/UIN : 36ACQFS2044C1Z7 State Name : Telangana, Code : 36	Dispatch Doc No.	Delivery Note Date
	Dispatched through **Auto**	Destination **Turkapally**
Buyer (Bill to) **Summit Sales LLP** 5-4-187/3&4, IInd Floor,MG Road,Secunderabad GSTIN/UIN : 36ACQFS2044C1Z7 State Name : Telangana, Code : 36	Terms of Delivery	

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Disc. %	Amount
1	**K ABC 6 Kg**	84241000	**6 nos**	1,700.00	nos		**10,200.00**
2	**K CO2 4.5 KG**	84241000	**4 nos**	4,200.00	nos		**16,800.00**
							27,000.00
	CGST						**2,430.00**
	SGST						**2,430.00**
	Total		**10 nos**				**₹ 31,860.00**

1964 02/3/23
118016 03/03/23.
Rajan

Received By
S.K. RAJU
6281929265

E. & O.E

Amount Chargeable (in words)
INR Thirty One Thousand Eight Hundred Sixty Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
84241000	27,000.00	9%	2,430.00	9%	2,430.00	4,860.00
Total	**27,000.00**		**2,430.00**		**2,430.00**	**4,860.00**

Tax Amount (in words) : **INR Four Thousand Eight Hundred Sixty Only**

for KOTHARI FIRE SAFETY EQUIPMENT

KOTHARI FIRE SAFETY EQUIPMENTS * SECUNDERABAD *

Authorised Signatory

Declaration
There will be charge 2% Penal Intrest after due days for every Month.

Tax Invoice

KOTHARI FIRE SAFETY EQUIPMENT Shop No 8,D No 5/5/64 SA Trade Centre Ranigunj Secundrabad-500003 Phone No.040-66335959 / 66335969 GSTIN/UIN: 36ATDPK0172B1Z9 State Name : Telangana, Code : 36 E-Mail : accounts@kotharifire.com	Invoice No. **HO/1606** Delivery Note	Dated **3-Mar-23** Mode/Terms of Payment
	Reference No. & Date.	Other References
	Buyer's Order No. **97570** Dispatch Doc No.	Dated **25-Feb-23** Delivery Note Date
Consignee (Ship to) **Summit Sales LLP** GVDC Turkapally Hyderabad---500078 GSTIN/UIN : 36ACQFS2044C1Z7 State Name : Telangana, Code : 36	Dispatched through **Self** Terms of Delivery	Destination **Turkapally**
Buyer (Bill to) **Summit Sales LLP** 5-4-187/3&4, IInd Floor,MG Road,Secunderabad GSTIN/UIN : 36ACQFS2044C1Z7 State Name : Telangana, Code : 36		

Sl No.	Description of Coods	HSN/SAC	Quantity	Rate	per	Disc. %	Amount
1	**K ABC 6 Kg**	84241000	**3 nos**	1,700.00	nos		**5,100.00**
	CGST						**459.00**
	SGST						**459.00**
	Total		**3 nos**				**₹ 6,018.00**

SUMMIT SALES LLP R.R. DIST.
INWARD No: 106999
Date: 14/3/23
Sign:

INWARD
Inward No: 1971 Dt: 6/3/23
MRN No: Dt:
Received By: USK Sign: USK

INWARD
Inward No: 1971 Dt: 6/3/23
MRN No: 18321 Dt: 14/3/23
Received By: USK Sign: USK
S S LLP-GVDC

E. & O.E

Amount Chargeable (in words)
INR Six Thousand Eighteen Only

HSN/SAC	Taxable Value	Central Tax		State Tax		Total Tax Amount
		Rate	Amount	Rate	Amount	
84241000	5,100.00	9%	459.00	9%	459.00	918.00
Total	**5,100.00**		**459.00**		**459.00**	**918.00**

Tax Amount (in words) : **INR Nine Hundred Eighteen Only**

Declaration
There will be charge 2% Penal Intrest after due days for every Month.

for KOTHARI FIRE SAFETY EQUIPMENT

KOTHARI FIRE SAFETY EQUIPMENTS SECUNDERABAD

Authorised Signatory

This is a Computer Generated Invoice