Form for closure of purchase order

| PO no.: | 88444 | PO date: | 20-05-22 | Req. no.: | 169798 | 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: 109876 & 109885

☑ 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: P. Prabhakar | Sign: for | Date: 24/03/23.

**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: 4,43,000/- | Date of payment: 23/5/22.

Details of part bill received:

| Sl. No. | Bill no. | Bill date | Bill amount | Cr. given to supplier |
|---|---|---|---|---|
| 1. | 1976 | 23/7/22 | 7,46,666 | |
| 2. | 1929 | 20/7/22 | 1,35,153 | |
| 3. | | | | |

Remarks by Accountants:

Prepared by: D. Lavanya | Sign: | Date: 13/3/2023

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: close the P.O as material not required.

Prepared by: Ravi | Sign: | Date: 24/03/23

**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:

MODI PROPERTIES PVT. LTD. * SEC'BAD *
INWARD
No. 1548
Date 4/5/23
Sign

APPROVED BY
25 MAR 2023
SOHAM MODI
MANAGING DIRECTOR

# GENERAL MATERIAL INWARD REGISTER



| Inward No. | Date | Time | Supplier | Item Company | Item Desc. | Item Size | Quantity | Units | D.C.No | P.O. No | Vehicle No. | Delivered by | Received by | Engineer's Signature |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 7753 | 21/7/22 | 10:10 | Bath | store | (1) Country | Venila | 305 | Boxs | 1929 | 88444 | | party | | |
| 7754 | . | . | Bath | store | (1) maharaja | Off white 1'x1' | 67 | Box's | 1930 | 87327 | | do | | |
| 7755 | - | | Bath | store | (1) maharaja's Off white<br>(2) country Rosso<br>(3) country chocolate | | 152<br>500<br>376 | Box<br>/ | 1931 | 89316 | | do | | |
| 7756 | . | 18:20 | Cera | [illegible] | (1) Basalt Beige Cut Glossy<br>(2) Calcite Beige Cut Glossy<br>(3) Denver Beige Cut matt | | 473<br>233 -<br>233 . | Box | 22224022287 | | MH-18<br>BG-5741 | party | | |
| 7757 | 25/7/22 | 9:10 | Bath | Store | (1) maharaja's | Beige<br>300x300m | 29 | Box | 1932 | 89314 | | party | | |
| 7758 | . | - | | do | (1) Country vanila 300x<br>(2) Country Almond [illegible] | | 695<br>990 | Box | 1936 | 88444 | | do | | |
| 7759 | 27/8/22 | 9:15 | Hestia | | (1) Carrara polished<br>(2) Creto [illegible] | | 650<br>650 | Box<br>. | - | 88435<br>- | | party | | |
| 7760 | . | . | Hestia | | (1) Regal Beige | | 92 | Box - | | | | do | | |

# Purchase Order

Page(s) 1 Of 1 23-05-2022 5:21:21 PM

88444
27.04.22 12:24:14

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<br>171/B,Eshwaripuri Colony Near Netaji Nagar X Road HT Lane Sainipuri Sec 500094 | **Doc No** | 88444 | 169798 |
| | **Doc Date** | 20-05-2022 | |
| | **Quote No** | Nil | |
| **GSTIN** 36AJSPP8724H1ZJ | **Quote Date** | 19-05-2022 | |
| 27113200 9885329687/9014880200 | **SupplyType** | Supply | |

**Kind Attn : Mr. Srinivas**

Purchase Order for the Supply of following Items.

| | Item Name | Qty | Rate | Dis% | GST | Amount |
|---|---|---|---|---|---|---|
| 1 | 9080 - Tiles - Utility floor or Kitchen dado country almond - 12 in X 12 in X 12 pieces - Boxes<br>990 (1976/DC) | 1,000.00 | 477.60 | 0.00 | 18.00 | 563,568.00 |
| 2 | 9085 - Tiles - Bathroom floor country vanilla - 12 in X 12 in X12 pieces - Boxes<br>695 (1976/DC)<br>305 1929/DC)<br>1000 | 1,000.00 | 477.60 | 0.00 | 18.00 | 563,568.00 |
| | | | **Total Order Value . . .** | | | **1,127,136.00** |

Rupees : Eleven Lakh(s) Twenty Seven Thousand One Hundred Thirty Six Only.

Terms and Conditions :-

**Specification /** All items shall be of Nitco brand 12"x12"-box sft for11.62 sft, rate per sft Rs.48.5/-

**Payment Terms** 50% Advance balance after delivery

**Tax** Included in above priceS.

**Delivery Date** With in 20 days

**Delivery Location** Summit Housing LLP
Cherlapally,Behind Kingston PG college, Hyderabad
Phone. 9618244433, Hamendra

**Penality For Delay** RS.1per sft on total can be applicable if all the tiles not deliverd beyond 30 days of PO

**Transportation** included in the above price.

**Warranty** Nil

**Advance Paid** Advance Rs.4,43,000

**Other Terms** We reserve the right to reject items not conforming to quality and specifications. damage 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 MDs APPROVAL
- [x] High Value/quantity beyond limits.
- [ ] Po/Req. processed-post approval.
- [ ] Approval for technical details/clarification.
- [ ] Replenishing SSLLP stock
- [ ] Other

APPROVED BY
25 MAY 2022
SOHAM MODI
MANAGING DIRECTOR

Mansy awaited 21/09/22

NRN is showing only 10 Boxes (S.no 1) pending.

27/12/22

PART DELIVERY DETAILS

| S.no. | Bill no. | Bill Dt. | Amount |
|---|---|---|---|
| 1. | 1976 | 23/7 | 746666 |
| 2. | 1929 | 28/7 | 135153 |
| 3. | | | 881,819 |
| 4. | | | |
| 5. | | | |

For **Summit Sales LLP**

Authorised Signatory

Name :

Contact - -

Accepted the above Terms And Conditions

For **Bath Store**

Name :

Date : __/__/____

PO To be closed
All Meterial received, Inward No: 7353 & 7358 dated 21/8/22

Requisition Form (PUR)

| | | | |
|---|---|---|---|
| Company Name: | SUMMIT SALES LLP | Date: | 19.05.2022 |
| Site & Phase : | SHLLP | Time: | 10:57 |
| Supplier | | Req.No. | 169798 |
| Material required before date: | | ID No. | 76532 |

| No | Description | Size | Quantity | Units | Inward No | Date |
|---|---|---|---|---|---|---|
| 1. | Almond | 12''x12'' | 1000 | box | | |
| 2. | Vanila | 12''x12'' | 1000 | box | | |

Remarks: For Stock Replenish purpose.

| | | | |
|---|---|---|---|
| 88444<br>Prepared By | Ramya | Approved by | APPROVED BY<br>21 MAY 2022 |
| Sign.& Date | 19.05.2022 | Sign. & Date | SOHAM MODI<br>MANAGING DIRECTOR |

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