Form for closure of purchase order

PO no.:	91792	PO date:	10/09/22	Req. no.:	193773	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: material not received. close this 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: Basaveshwari	Sign: [signature]	Date: 10/03/23

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: Rajyalakshmi	Sign: [signature]	Date: 14/03/23

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: Cancel this P.O.

Prepared by: Ravi	Sign: [signature]	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:

APPROVED BY
16 MAR 2023
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

 09-02-2023 10:37:56 AM Original / Office Copy / Purchase Div.Copy

From Company : **Modi Reality Mallapur LLP**
5-4-187/3&3, II nd floor, Soham Mansion, MG Road, Secunderabad.
G S T No. : 36AAEFM1459R1ZP

Supplier Details			
Summit Sales LLP 5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc No**	91792	193773
	Doc Date	10-09-2022	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	10-09-2022	
040-66335551 9618244433	**SupplyType**	Supply	

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	623900 - STEL-Steel - MS Powder coated Grill-- - 750X600mm - Nos *2 1/2'x2'- 7.9 Kgs*	10.00	1,106.00	0.00	18.00	13,050.80
2	368700 - STEL-Steel - MS Grill-- - 900WX1200HMM - Nos *3'x4'- 11.8 Kgs*	5.00	1,652.00	0.00	18.00	9,746.80
3	507200 - STEL-Steel - MS Grill-- - 1200WX1200Hmm - Nos *4'x4'- 16 Kgs*	5.00	2,240.00	0.00	18.00	13,216.00
4	6188 - Miscellaneous - Hamali charges - NA - Per Sft	1,330.00	7.00	0.00	18.00	10,985.80
					Total Order Value . . .	**46,999.40**

Rupees : Fourty Six Thousand Nine Hundred Ninty Nine and Paise Fourty Only.

Terms and Conditions :-

Specification / Brand	All MS flat pattis should be 3/4 - 6mm & 10 mm thickness sq.rod. Fabrication, grinding & powder coating should be of good quality. Above rates approved by M.D. vide circular no. 831(b), dtd.10/06/2016 and accepted by contractor.
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	As per request of Project Manager - Delivery in 2 weeks.
Delivery Location	Gulmohar Residency Survey No 19, Mallapur, Hyderabad. NExt to NFC Railway Over Bridge Phone. Contact: Security ______, 8309938133
Penality For Delay	Nil
Transportation Cost	Included in the above price.
Warranty	1 year on workmanship
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for Villa No-502, 503, 504, 601, 602, Grills fixing work.purpose.
Completion Date	Work shall be completed within 20days from the date of the work order.
Measurment	Payment will be made as per measurement of laid and fixed material. Wastage at suppliers cost.
Security	Supplier shall be responsible for security and storage of material at site at its risk and cost.
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 ***Modi Reality Mallapur LLP***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ______________________

Name : ______________________

Date : __/__/____

Purchase Order

 10-09-2022 15:04:02

91792
01.09.22 11:03:14

From Company : **Modi Reality Mallapur LLP**
5-4-187/3&3, II nd floor, Soham Mansion, MG Road, Secunderabad.
G S T No. : 36AAEFM1459R1ZP

Supplier Details

Summit Sales LLP
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad

GSTIN 36ACQFS2044C1Z7
040-66335551 9618244433

Doc No	91792	193773
Doc Date	10-09-2022	
Quote No	Nil	
Quote Date	10-09-2022	
SupplyType	Supply	

Kind Attn : Hamendra,Prabhakar

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Delivery Date	As per request of Project Manager - Delivery in 2 weeks.
Delivery Location	Gulmohar Residency Survey No 19, Mallapur, Hyderabad. NExt to NFC Railway Over Bridge Phone. Contact: Security ______, Admin 9502211011
Penalty For Delay	Nil
Transportation Cost	Included in the above price.
Warranty	1 year on workmanship
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for Villa No-502, 503, 504, 601, 602, Grills fixing work purpose.
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For *Modi Reality Mallapur LLP*

Authorised Signatory

Accepted the above Terms And Conditions

For *Summit Sales LLP*

Purchase Order

 10-09-2022 15:04:02

Original / Office Copy / Purchase Div.Copy

From Company : **Modi Reality Mallapur LLP**
5-4-187/3&3, II nd floor, Soham Mansion, MG Road, Secunderabad.
G S T No. : 36AAEFM1459R1ZP

Supplier Details

Summit Sales LLP
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad

GSTIN 36ACQFS2044C1Z7
040-66335551 9618244433

Doc No	91792	193773
Doc Date	10-09-2022	
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Delivery Location	Gulmohar Residency Survey No 19, Mallapur, Hyderabad. NExt to NFC Railway Over Bridge Phone. Contact: Security ______, Admin 9502211011
Penality For Delay	Nil
Transportation Cost	Included in the above price.
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For ***Modi Reality Mallapur LLP***

Authorised Signatory

Name :

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

91792

Requisition Form

Company Name:	MRMLLP	Date:	06.09.2022
Site & Phase :	GMR	Time:	11:00
Flat Block no.	F-Block flat.no-502,503,504,601,602		
Supplier:		Req. No.	193773
Material required before date:	Urgent	ID No.	79474

S No	Item		Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	50 sft STEL6239-Steel-MS Grill---750X600MM-Nos	2'1/2' x 2' - 7.9 kgs x 140/-	10	0	10	1106/- Per Pc.	
2	60 STEL3687-Steel-MS Grill---900WX1200HMM-Nos	3' x 4' - 11.8 kgs x 140/-	5	0	5	1652/- "	"
3	80 STEL5072-Steel-MS Grill---1200WX1200HMM-Nos	4' x 4' - 16.0 kgs x 140/-	5	0	5	2240/- "	"
4	(4) Labour charges = 190 x 7 = 1,330/- +18%					+18%	
5							
6							
7							
8							
9							
10							

Remarks: Towards F-Block flat.no-502,503,504,601,602

	Engineer	Project Manager	Purchase	MD
Prepared By:	Gosika Rajesh	Ram Prasad		
Approved By:				
Sign & Date:		[signature] 2022		

91673

Requisition Form							
Company Name:	MRMLLP	Date:	27.09.2022				
Site & Phase :	GMR	Time:	10.00				
Unit No./Block No.	C-block Flat No: 3&4 duct.						
Supplier:		Req. No.	193931				
Material required before date:	30.09.2022	ID No.	80100				
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	PLUM4891-Plumbing-PVC-SWR-Single Socket Pipe--100x3000MM-Length	14	0	14		
2	PLUM7889-Plumbing-PVC-SWR-Double socket Pipe--75x3000MM-Length	14	0	14		
3	PLUM1700-Plumbing-PVC-SWR-Double socket Pipe--100x600MM-Length	6	0	6		
4	PLUM7194-Plumbing-PVC-SWR-Single Y --100MM-Nos	12	0	12		
5	PLUM6755-Plumbing-PVC-SWR-Door Tee--100MM-Nos	6	0	6		
6	PLUM6313-Plumbing-PVC-SWR-Door Bend --100MM-Nos	12	0	12		
7	PLUM7982-Plumbing-PVC-SWR-Single Y --75MM-Nos	12	0	12		
8	PLUM6755-Plumbing-PVC-SWR-Door Tee--100MM-Nos	12	0	12		
9	PLUM1842-Plumbing-PVC-SWR-Door Bend --75MMx45°-Nos	12	0	12		
10	PLUM8675-Plumbing-PVC-SWR-Bend --75MMx45°-Nos	6	0	6		
Remarks:	Towards C-block flat no 3&4 duct external plumbing lines work purpose at GMR site.					
	Engineer	Project Manager		Purchase		MD
Prepared By:	Madhan	Ramprasad				
Approved By:	92411					
Sign & Date:						

APPROVED BY
27 SEP 2022
M. RAM PRASAD
Project Manager

APPROVED
27 SEP 2022
P. PRABHAKAR
Sr. MANAGER PURCHASE