

Form for closure of purchase order

PO no.: 96185	PO date: 03/02/23	Req. no.: 208884	Advice Scan ID	
Barcoded PO available ☒ Y/ ☐ N	Invoice original available ☒ Y/ ☒ N	Copy available ☐ Y/ ☒ N	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: Part material received				
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: SK Goushe	Sign: [Signature]	Date: 10/05/23		
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.	29199	09-03-23	80,715	Yes
2.	29205	10-03-23	24,353	Yes
3.	29275	30-03-23	13,601	Yes
4.				
Remarks by Accountants:				
Prepared by: Rajyalakshmi	Sign: [Signature]	Date: 15-05-23		
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: As per receipt of bills, all bills received. To close the PO.				
Prepared by: Ravi	Sign: [Signature]	Date: 15/5/23.		
Advice by MD - action to be taken.				
☐ Get certified bill from supplier (not original).		☐ Prepare bill in SSSLP 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: [Signature]		



Purchase Order

Page(s) 1 Of 1

06-05-2023 09:56:56

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

(40-66335551)

9618244433

Doc No 96785 208884**Doc Date** 03-02-2023**Quote No** nil**Quote Date** 02-02-2023**SupplyType** Supply**Kind Attn : Hamendra, Prabhakar**

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 864400 - STEL-Steel - MS Grill-- - 1800WX1200Hmm - Nos 6 ft x 4 ft 23.20 kgs	21.00	3,248.00	0.00	18.00	80,485.44
2 507200 - STEL-Steel - MS Grill-- - 1200WX1200Hmm - Nos 4 ft x 4 ft 16 kgs	4.00	2,240.00	0.00	18.00	10,572.80
3 713700 - STEL-Steel - MS Grill-- - 750X900mm - Nos 2.5 ft x 2 ft 5.8 kgs(750 X600mm)	14.00	812.00	0.00	18.00	13,414.24
4 796500 - STEL-Steel - MS Grill-- - 1200WX900Hmm - Nos 4 ft x 3 ft 11.80 kgs	7.00	1,652.00	0.00	18.00	13,645.52
5 757300 - STEL-Steel - MS Grill-- - 1350X1200mm - Nos 4.5 ft x 4 ft 16.80 kgs	7.00	2,352.00	0.00	18.00	19,427.52
6 6188 - Miscellaneous - Hamali charges - NA - Per Sft	848.00	0.75	0.00	18.00	750.48
Total Order Value . . .					138,296.00

Rupees : One Lakh(s) Thirty Eight Thousand Two Hundred Ninty Six Only.

Terms and Conditions :-

Specification / Brand	All MS flat pattis should be 3/4 - 6mm & 10mm thickness sq rod. Fabrication, grinding & powder coating should be of good quality. Above rates approved by MD vide circular no. 831(b), dated. 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
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 G-Block flat no.401 to 407 grill fixing work purpose.
Completion Date	Work shall be completed within 20days from the date of the work order.
Measurement	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 Invoice must be sent to Head 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

Page(s) 1 Of 2

04-02-2023 3:28:57 PM



96785

28.01.23 12:54:54

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	96785	208884
Doc Date	03-02-2023	
Quote No	nil	
Quote Date	02-02-2023	
SupplyType	Supply	

Kind Attn : Hamendra, Prabhakar

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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

Penalty For Delay NIL.

Transportation 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 G-Block flat no.401 to 407 grill fixing work purpose.

Completion Date Work shall be completed within 20days from the date of the work order.

Measurement Payment will be made as per measurement of laid and fixed material. Wastage at suppliers cost.

Accepted the above Terms And Conditions

For **Modi Reality Mallapur LLP**For **Summit Sales LLP**

Authorised Signatory

Name : _____

Name : _____

Date : ____/____/____

Purchase Order

Page(s) 2 Of 2

04-02-2023 3:28:57 PM

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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 Invoice must be sent to Head Office. Proof of delivery/DC can be sent by email.

For **Modi Reality Mallapur LLP**

Authorised Signatory



Name : _____

Accepted the above Terms And Conditions

For **Summit Sales LLP**

Name : _____

Date : __/__/__

Estimate/Draft PO

Page(s) 1 Of 2

03-02-2023 16:20:07

Original / Office Copy / Purchase Div.Copy

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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	96785	208884
Doc Date	03-02-2023	
Quote No	nil	
Quote Date	02-02-2023	
SupplyType	Supply	

Kind Attn : Hamendra,Prabhakar

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Completion Date Work shall be completed within 20days from the date of the work order.



For **Modi Reality Mallapur LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Summit Sales LLP**

Name : _____

Name : _____

Date : ____/____/____

Estimate/Draft PO

Page(s) 2 Of 2

03-02-2023 16:20:07

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Measurement

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 Invoice must be sent to Head Office. Proof of delivery/DC can be sent by email.

For **Modi Reality Mallapur LLP**

Authorised Signatory

Name : 

Accepted the above Terms And Conditions

For **Summit Sales LLP**

Name : _____

Date : __/__/__

Requisition Form									
Company Name: MRMLLP				Date: 02.02.23					
Site & Phase: CMR				Time: 17.00.00					
Unit No. Block No. G block flat 401 to 407 grills work purpose									
Supplier:									
Material required before date: 07.02.23				Req. No. 208884					
S No		Item		ID No.		Qty required		Qty available at site	
1	STEL3687-Steel-MS Grill--1800WX1200Hmm-Nos	6x41		24220490		21		0	
2	STEL1203-Steel-MS Grill--1200WX1200Hmm-Nos	6x41		24220490		21		0	
3	STEL1298-Steel-MS Grill--750X600mm-Nos	6x41		24220490		4		0	
4	STEL6239-Steel-MS Grill--1200WX900Hmm-Nos	6x41		24220490		14		0	
5	STEL1779-Steel-MS Grill--1350X1200mm-Nos	6x41		24220490		7		0	
6						7		0	
7									
8									
9									
10									
Remarks: G block flat 401 to 407 grills work purpose									
Engineer				Project Manager					
Prepared By: Nagendar-7674962386				Purchase Manager					
Approved By:				MD					
Sign & Date: 02.02.23									

96785

APPROVED BY
02 FEB 2023
M RAM PRASAD (G.M.M.)
Project Manager

Purchase
03 FEB 2023