

Form for closure of purchase order

Data required from site/engineers:					
PO no.:	83746			PO date:	18/12/21
Req. no.:	192522			Req. date:	14/12/21
Material received	☐ Part ☐ Full			MRN nos.:	
If material partially delivered then can balance material be ordered by new requisition/PO	☐ No further material required and PO can be closed. ☐ No material cannot be ordered by new PO. ☐ PO can be closed and balance material can be ordered by new requisition.			Can PO be closed?	☒ Yes ☐ No
Remarks by engineer: Close Po material not received					
Notes: 1. Provide details of material received by way of separate attachment. 2. Provide hardcopy of DCs/proof of delivery + PO. 3. Provide copies of invoices if available. 4. This entire set to be sent by way of hard copy to Ashaiya.					
Prepared by	Sign	Date	Project manager	Sign	Date
Tanaki	AS	4/3/22	M. Ramprasad	[Signature]	4/3/22
Data required from accounts:					
Are any bills received wrt to this PO.			☐ Yes for full PO ☐ Yes for part of PO ☐ No.		
Scan ID nos. of advice for credit to supplier					
Remarks by Accountants:					
Notes: 1. Accountants to attach hard copy of purchase voucher.					
Prepared by	Sign	Date	Accounts manager (approval required for PO more than 10k)	Sign	Date
Rajyalaw	[Signature]	5/3			
Action taken by purchase:					
Status of PO			☐ PO closed and email sent to supplier. ☐ PO open material awaited.		
Status of proof of delivery:			☐ Proof of delivery received. ☐ Proof of delivery not available with site or purchase.		
Original barcoded PO available			☐ Yes ☐ No – certified copy received from accounts.		
Original bill available			☐ Yes ☐ No – certified copy obtained from supplier.		
Supplier's ledger available			☐ Yes ☐ No		
Advice for credit to supplier			☐ Prepared for entire PO ☐ Part of PO and PO closed. ☐ Prepared for part of PO and balance material awaited.		
Remarks by purchase:					
Prepared by					
Sign					
Date					
Purchase manager					
Sign					
Date					
nnn					
Notes: 1. Purchase to attach hard copies of 'advice for credit to supplier'. 2. In case advice for payment to supplier cannot be prepared (material not delivered or other reasons) attach this note to original PO, original requisition, original bill and proof of delivery and send to MD.					

CANCELLED

5/03/22

Purchase Order

Page(s) 1 Of 1

18-12-2021 15:38:29



83746

15.12.21 11:28:55

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	83746	192522
Doc Date	18-12-2021	
Quote No	Nil	
Quote Date	18-12-2021	
SupplyType	Supply	

Kind Attn : Hamendra, Prabhakar

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 8500 - Stone - granite - Beading - NA - rft Tanbrown granite - 8'0 x 0.5" - 30 nos	240.00	19.95	0.00	18.00	5,649.84
2 6189 - Miscellaneous - Hamali Charges - NA - Per Rft	240.00	7.00	0.00	18.00	1,982.40
Total Order Value . . .					7,632.24

Rupees : Seven Thousand Six Hundred Thirty Two and Paise Twenty Four Only.

Terms and Conditions :-

Specification / Brand	All items shall be of 19mm thickness slabs. The above rates only for material supply.
Payment Terms	After delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Next day
Delivery Location	Gulmohar Residency Survey No 19, Mallapur, Hyderabad. NExt to NFC Railway Over Bridge Phone. Contact: Security _____, Admin 9502211011
Penalty For Delay	Bills must be submitted to H.O. within 30days of completion of work. 10% pty on value of order will be deducted for delay in submission of bills.
Transportation Cost	Included in above price.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for pantry box east side of main gate purpose.
Completion Date	Nil
Measurment	Payment will be made as per measurement of laid and fixed material. Wastage at suppliers cost.
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.'

Books of accounts verified and
no bills wrt this PO were
received by accounts
Name: Rajyalakshmi
Sign:
Date: 03/03/21

For **Modi Reality Mallapur LLP**

Authorised Signatory

Name : _____

22/12/2021

Name : _____

Accepted the above Terms And Conditions

For **Summit Sales LLP**

Date : __/__/__

Requisition Form

Company Name:	MODI REALTY MALLAPUR LLP	Date:	14.12.2021
Site & Phase :	GULMOHAR RESIDENCY	Time:	16:30
Supplier		Req. No.	192522
Material required before date:	15.12.2021	ID No.	72094.

No	Description	Size	Quantity	Units	Inward No	Date
1.	Tan brown granite	8'x5"	30	No's		
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

Remarks: For pantry box east side of main gate purpose at GMR site.

Prepared By	A.Janaki	Approved by	Ram prasad
Sign. & Date	14.12.2021	Sign. & Date	

Note:

D. Nagender


Chintu