

Form for closure of purchase order

Data required from site/engineers:					
PO no.:	82813			PO date:	22/11/21
Req. no.:	187926			Req. date:	18/11/21
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: Material not delivered close po.					
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
Jarake			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
Rajalakshmi	[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

22-Nov-21 11:37:20 AM



82813

23.11.21 11:48:24

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	82813	187926
Doc Date	22-11-2021	
Quote No	Nil	
Quote Date	22-11-2021	
SupplyType	Supply	

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 2105 - Carpentry - hardware - Holdfast - other - kgs	50.00	60.00	0.00	18.00	3,540.00
2 2304 - Carpentry - hardware - Wood Screws - 30 x 8 mm - nos 100 nos in a packet	2.00	55.00	0.00	18.00	129.80
3 2138 - Carpentry - hardware - MS Nails - 2 In - kgs	2.00	70.00	0.00	18.00	165.20
Total Order Value . . .					3,835.00

Rupees : Three Thousand Eight Hundred Thirty Five Only.

Terms and Conditions :-

Specification / Brand As per details given in the quotation.

Payment Terms After delivery and production of bill

Tax Included in the above prices

Delivery Date With in a day

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 Nil

Warranty Nil

Advance Paid Nil

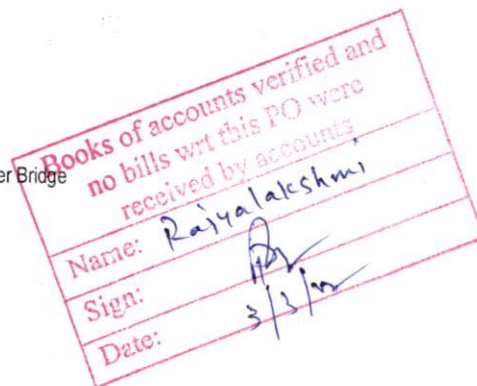
Other Terms We reserve the right to reject items not conforming to quality and specifications.above order for door frames fixing D-401-404, work purpose.

Completion Date Nil

Measurment Nil

Security Nil

Remarks Nil



For **Modi Reality Mallapur LLP**

Authorised Signatory

Name :

Accepted the above Terms And Conditions

For **Summit Sales LLP**

Name : _____

Date : __/__/__