

Form for closure of purchase order

Data required from site/engineers:

PO no.:	82086	PO date:	24/10/21
Req. no.:	187805	Req. date:	25/10/21
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, cancelled the 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
Janake	Aj	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
Rajyalakshmi	[Signature]	5/3/22			

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

5/3/22

Purchase Order

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	82086	187805
Doc Date	27-10-2021	
Quote No	Nil	
Quote Date	27-10-2021	
SupplyType	Supply	

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 8534 - Stone - granite - Tan Brown - 19mm - Sft 7'0 x 2'0 - 01 no	14.00	59.85	0.00	18.00	988.72
2 8534 - Stone - granite - Tan Brown - 19mm - Sft 6'0 x 2'0 - 01 no	12.00	59.85	0.00	18.00	847.48
3 6188 - Miscellaneous - Hamali charges - NA - Per Sft	26.00	7.00	0.00	18.00	214.76
Total Order Value . . .					2,050.96

Rupees : Two Thousand Fifty and Paise Ninty Six 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 kitchen platform purpose.
Completion Date	Nil
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	Skirting Rs. 12/- per rft for labour only.

For **Modi Reality Mallapur LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Summit Sales LLP**

Name : _____

Name : _____

Date : __/__/__

Purchase Order

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27-10-2021 14:50:42



25.10.21 1:31:05

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G S T No. : 36AAEFM1459R1ZP

Supplier Details

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GSTIN 36ACQFS2044C1Z7

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Security	Supplier shall be responsible for security and storage of material at site at its risk and cost.
Remarks	Skirting Rs. 12/- per rft for labour only.

Books of accounts verified and
no bills wrt this PO were
received by accounts
Name: *Rajivakalshur*
Sign: *ph*
Date: *03/10/21*

For **Modi Reality Mallapur LLP**

Authorised Signatory

Name : _____

27/10/2021

Name : _____

Accepted the above Terms And Conditions

For **Summit Sales LLP**

Date : ____/____/____