

## Form for closure of purchase order

Data required from site/engineers:

|                                                                                            |                                                                                                                                                                                                                                                       |            |                                                                                       |
|--------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|---------------------------------------------------------------------------------------|
| PO no.:                                                                                    | 81128                                                                                                                                                                                                                                                 | PO date:   | 28/9/21                                                                               |
| Req. no.:                                                                                  | 187453                                                                                                                                                                                                                                                | Req. date: | 27/09/21                                                                              |
| Material received                                                                          | <input type="checkbox"/> Part <input type="checkbox"/> Full                                                                                                                                                                                           |            | MRN nos.:                                                                             |
| If material partially delivered then can balance material be ordered by new requisition/PO | <input type="checkbox"/> No further material required and PO can be closed.<br><input type="checkbox"/> No material cannot be ordered by new PO.<br><input type="checkbox"/> PO can be closed and balance material can be ordered by new requisition. |            | Can PO be closed? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Remarks by engineer: Material Not received, 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   |
| Tanaka      | Ai   | 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 |
| Layalalukmi | [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

Original bill available

☐ No – certified copy received from accounts.

Supplier's ledger available

☐ Yes☐ No – certified copy obtained from supplier.

Advice for credit to supplier

☐ Yes
☐ 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

## Purchase Order

Page(s) 1 Of 1

05-03-2022 10:46:22

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&amp;4,II nd floor,Soham Mansion,MG Road, Secunderabad

**GSTIN** 36ACQFS2044C1Z7

040-66335551

9618244433

**Doc No**

81128

187453

**Doc Date**

28-09-2021

**Quote No**

Nil

**Quote Date**

28-09-2021

**SupplyType**

Supply

**Kind Attn : Hamendra,Prabhakar**

Purchase Order for the Supply of following Items.

| Item Name                                                                          | Qty    | Rate  | Dis% | GST   | Amount           |
|------------------------------------------------------------------------------------|--------|-------|------|-------|------------------|
| 1 8247 - Steel - other - Ms Grills - 6 ft X 4 ft - Sft<br>69.75" x 45.75" - 05 nos | 120.00 | 97.65 | 0.00 | 18.00 | 13,827.24        |
| 2 8249 - Steel - other - MS Grill - 4 ft X 4 ft - Sft<br>45.75" x 45.75" - 04 nos  | 64.00  | 97.65 | 0.00 | 18.00 | 7,374.53         |
| 3 6188 - Miscellaneous - Hamali charges - NA - Per Sft                             | 184.00 | 0.60  | 0.00 | 18.00 | 130.27           |
| <b>Total Order Value . . .</b>                                                     |        |       |      |       | <b>21,332.04</b> |

Rupees : Twenty One Thousand Three Hundred Thirty Two and Paise Four Only.

**Terms and Conditions :-****Specification / Brand** As per details given in the quotation.**Payment Terms** After delivery & production of bill**Tax** All taxes included in above price.**Delivery Date** Within 2days.

**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 site office 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**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 1

28-09-2021 16:50:12

Or



81128

27.09.21 3:10:20

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

|                   |            |        |
|-------------------|------------|--------|
| <b>Doc No</b>     | 81128      | 187453 |
| <b>Doc Date</b>   | 28-09-2021 |        |
| <b>Quote No</b>   | Nil        |        |
| <b>Quote Date</b> | 28-09-2021 |        |
| <b>SupplyType</b> | Supply     |        |

**Kind Attn : Hamendra, Prabhakar**

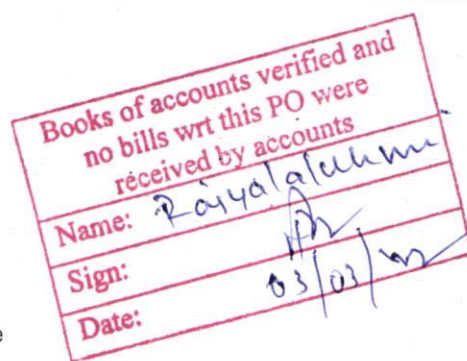
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|------------------------------------------------------------------------------------|--------|-------|------|-------|------------------|
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| 3 6188 - Miscellaneous - Hamali charges - NA - Per Sft                             | 184.00 | 0.60  | 0.00 | 18.00 | 130.27           |
| <b>Total Order Value . . .</b>                                                     |        |       |      |       | <b>21,332.04</b> |

Rupees : Twenty One Thousand Three Hundred Thirty Two and Paise Four Only.

**Terms and Conditions :-**

|                              |                                                                                                                                              |
|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Specification / Brand</b> | As per details given in the quotation.                                                                                                       |
| <b>Payment Terms</b>         | After delivery & production of bill                                                                                                          |
| <b>Tax</b>                   | All taxes included in above price.                                                                                                           |
| <b>Delivery Date</b>         | Within 2days.                                                                                                                                |
| <b>Delivery Location</b>     | Gulmohar Residency<br>Survey No 19, Mallapur, Hyderabad. NExt to NFC Railway Over Bridge<br>Phone. Contact: Security _____, Admin 9502211011 |
| <b>Penalty For Delay</b>     | Nil                                                                                                                                          |
| <b>Transportation Cost</b>   | Included in the above price.                                                                                                                 |
| <b>Warranty</b>              | 1 year on workmanship.                                                                                                                       |
| <b>Advance Paid</b>          | Nil                                                                                                                                          |
| <b>Other Terms</b>           | We reserve the right to reject items not conforming to quality and specifications. Above order for site office purpose.                      |
| <b>Completion Date</b>       | Nil                                                                                                                                          |
| <b>Measurment</b>            | Payment will be made as per measurement of laid and fixed material. Wastage at suppliers cost.                                               |
| <b>Security</b>              | Supplier shall be responsible for security and storage of material at site at its risk and cost.                                             |
| <b>Remarks</b>               |                                                                                                                                              |

For **Modi Reality Mallapur LLP**

Authorised Signatory

Name : \_\_\_\_\_

29/09/2021

Name : \_\_\_\_\_

Accepted the above Terms And Conditions

For **Summit Sales LLP**

Date : \_\_\_\_/\_\_\_\_/\_\_\_\_