

Form for closure of purchase order

Data required from site/engineers:

PO no.:	80312	PO date:	6/9/21
Req. no.:	18730	Req. date:	1/9/21
Material received	☐ Part ☒ Full	MRN nos.:	100461, 100459
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 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
Jarake	Aj	4/3/22	M. Ramprasad	[Signature]	5/3/22

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:

CANCELLED					
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.

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

GSTIN 36ACQFS2044C1Z7

040-66335551

9618244433

Doc No	80312	187310
Doc Date	06-09-2021	
Quote No	NIL	
Quote Date	06-09-2021	
SupplyType	Supply	

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 3002 - Cement - PPC - 50kgs - bags	300.00	229.95	0.00	28.00	88,300.80
2 3001 - Cement - 53 grade - 50kgs - bags OPC	500.00	252.50	0.00	28.00	161,600.00
Total Order Value . . .					249,900.80

Rupees : Two Lakh(s) Fourty Nine Thousand Nine Hundred and Paise Eighty Only.

Terms and Conditions :-**Specification / Brand** All items shall be of Lafarge brand/company**Payment Terms** After Delivery & Production of bill**Tax** Included in the above price**Delivery Date** within 2 days

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 prices**Warranty** Nil**Advance Paid** Nil**Other Terms** Payment as per actual receipt of material.Above order for C-Block coloums concrete & site office work, A&B Blocks flooring works purpose.**Completion Date** Nil**Measurment** Nil**Security** Nil**Remarks** PO NO 80311.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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06-09-2021 11:13:17 AM

Original



80312

02.09.21 4:46:56

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
040-66335551
9618244433

Doc No 80312 187310
Doc Date 06-09-2021
Quote No NIL
Quote Date 06-09-2021
SupplyType Supply

Kind Attn : **Hamendra, Prabhakar**

Purchase Order for the Supply of following Items.

material ~~not~~ Received.

Item Name	Qty	Rate	Dis%	GST%	Amount
1 3002 - Cement - PPC - 50kgs - bags	300.00 <i>loop</i>	229.95	0.00	28.00	88,300.80
2 3001 - Cement - 53 grade - 50kgs - bags OPC	500.00	252.50	0.00	28.00	161,600.00
Total Order Value . . .					249,900.80

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Terms and Conditions :-

Specification / Brand All items shall be of Lafarge brand/company

Payment Terms After Delivery & Production of bill

Tax Included in the above price

Delivery Date within 2 days

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 prices

Warranty Nil

Advance Paid Nil

Other Terms Payment as per actual receipt of material. Above order for C-Block columns concrete & site office work, A&B Blocks flooring works purpose.

Completion Date Nil

Measurment Nil

Security Nil

Remarks PO NO 80311.

For MDs APPROVAL

- ☐ High Value/quantity beyond limits.
☒ Po/Req. processed-post approval.
☐ Approval for technical details/clarification
☐ Replenishing SLLP stock
☐ Other

APPROVED BY
16 SEP 2021
SOHAM MODI
MANAGING DIRECTOR

**Books of accounts verified and
no bills wrt this PO were
received by accounts**

Name: *Rajyalakshmi*

Sign: *[Signature]*

Date: *3/3/21*

For **Modi Reality Mallapur LLP**

Authorised Signatory

Name : _____

06/09/2021

Name : _____

Accepted the above Terms And Conditions

For **Summit Sales LLP**

Date : ____/____/____