Form for closure of purchase order

Data required from site/engineers:				
PO no.:	83590.		PO date:	14/12/21
Req. no.:	183783.		Req. date:	13/10/21
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 Recived at site. PO can be close.			

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
Munith	[signature]	4/3/22	K. Purshotham	[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:	Bill Not Received

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
Ramesh	[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
				CANCELLED 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.

15/03/22

NO

Purchase Order

 04-03-2022 10:10:39 Original / Office Copy / Purchase Div.Copy

From Company : **Jyothiram Gaikwad**
Plot no.43,Sy no.,Hyderguda Village, Rajendra Nagar, Ranga Reddy,Telangana-500030
G S T No. : 36ALMPG5350Q1ZJ

Supplier Details			
Summit Sales LLP	**Doc No**	83590	183783
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	14-12-2021	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	14-12-2021	
040-66335551 9618244433	**SupplyType**	Supply	

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	6623 - Paints - Lappam - 30 Kgs - Bag	40.00	306.98	0.00	18.00	14,489.46
					Total Order Value . . .	**14,489.46**

Rupees : Fourteen Thousand Four Hundred Eighty Nine and Paise Fourty Six Only.

Terms and Conditions :-

Specification / Brand	All items shall be of 1st quality. NCL
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Next day
Delivery Location	Silver Oak Villas Part III Sy .No.11,12,14,15,16,17,18 , 294 Phone. 0
Penality For Delay	Nil
Transportation Cost	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for V.No 105 lappam work Purpose.
Completion Date	*Nil*
Measurment	Nil
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.

For ***Jyothiram Gaikwad***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ____________________

Name : ____________________

Date : __/__/____