

Form for closure of purchase order

Data required from site/engineers:					
PO no.:	83895			PO date:	24/12/21
Req. no.:	192581			Req. date:	22/12/21
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: Close PO material not received.					
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
Taraka	AP	4/3/22	M. Ramprasad	R. S. A. P.	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	AP	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

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24-12-2021 13:49:41



5:35:00

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	83895	192581
Doc Date	24-12-2021	
Quote No	Nil	
Quote Date	24-12-2021	
SupplyType	Supply	

Kind Attn : Hamendra,Prabhakar

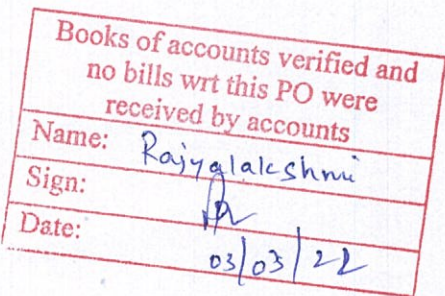
Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 8247 - Steel - other - Ms Grills - 6 ft X 4 ft - Sft 69.75" x 45.75" - 06 nos	144.00	97.65	0.00	18.00	16,592.69
2 8251 - Steel - other - MS Grill - 4 ft X 3 ft - Sft 45.75" x 33.75" - 02 nos	24.00	97.65	0.00	18.00	2,765.45
3 8253 - Steel - other - MS Grill - 3 ft X 4 ft - Sft 33.75" x 45.75" - 02 nos	24.00	97.65	0.00	18.00	2,765.45
4 8257 - Steel - other - MS Grill - 2 ft 6 in x 2 ft - Sft 27.75" x 21.75" - 04 nos	20.00	97.65	0.00	18.00	2,304.54
5 6188 - Miscellaneous - Hamali charges - NA - Per Sft	212.00	7.00	0.00	18.00	1,751.12
Total Order Value . . .					26,179.24

Rupees : Twenty Six Thousand One Hundred Seventy Nine and Paise Twenty Four Only.

Terms and Conditions :-

Specification / Brand	All MS flat pattis should be 3/4 - 6mm & 10 mm thickness sq.rod. Fabrication, grinding & powder coating should be of good quality. Above rates approved by M.D. vide circular no. 831(b), dtd.10/06/2016 and accepted by contractor.
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Within 4 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 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 A block flats 203 & 207.
Completion Date	Work shall be completed within 20days from the date of the work order.
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	'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 **Modi Reality Mallapur LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Summit Sales LLP**

Name : _____

Name : _____

Date : ____/____/____

