

Form for closure of purchase order

Data required from site/engineers: Material not required. Cancelled the PO					
PO no.:	83314			PO date:	6/12/21
Req. no.:	140930			Req. date:	4/12/21
Material received	☐ Part ☐ Full - NIL			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: -					
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
K. Sneha	Sneha	4/3/22	A. Suresh	[Signature]	04/3/22
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 Reviewed					
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
S. Suresh	[Signature]	04-03-22			
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: Purchase order cancelled by site					
Prepared by	Sign	Date	Purchase manager	Sign	Date
Kavitha				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

PO -
L
513.

Purchase Order

Page(s) 1 Of 1

06-Dec-21 9:45:17 AM



83314

02.12.21 2:45:21

From Company : **Mehta & Modi Realty Kowkur LLP**
5-4-187/3&4, II nd floor, MG Road, Soham Mansion, Secunderabad-50
G S T No. : 36ABLFM7631F1Z3

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	83314	140930
Doc Date	06-12-2021	
Quote No	Nil	
Quote Date	06-12-2021	
SupplyType	Supply	

Kind Attn : Hamendra, Prabhakar

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 9059 - Tiles - Vitrified Floor Tiles - 2 ft x 2 ft - Boxes Bibilos	35.00	475.65	0.00	18.00	19,644.35
Total Order Value . . .					19,644.35

Rupees : Nineteen Thousand Six Hundred Fourty Four and Paise Thirty Five Only.

Terms and Conditions :-**Specification / Brand** Branded tiles Rate per sft is Rs 42 includeds GST, Each box contain 2/4 tiles.**Payment Terms** After delivery and production of bill**Tax** Included in the above prices**Delivery Date** With in a day**Delivery Location** Greenwood Heights

Sy no: 196, Kowkur.

Phone. 040-66335551

Penalty For Delay Nil**Transportation Cost** Nil**Warranty** Nil**Advance Paid** Nil**Other Terms** We reserve the rights to reject the items if not as speicified, above order is for B Block corridor tiles flooring 4th floor , 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.'

Material not Required
cancelled the po.

CANCELLEDFor **Mehta & Modi Realty Kowkur LLP**

Authorised Signatory

Name : _____

Name : _____

Accepted the above Terms And Conditions

For **Summit Sales LLP**

Date : __/__/__