Form for closure of purchase order

Data required from site/engineers: Material not recived. Cancelled the PO					
PO no.:	79763			PO date:	17/8/21
Req. no.:	140717			Req. date:	13/8/21
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		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
S. Nirmala		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 ~~not~~ 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.

PO – CANCELLED

5/3.

Purchase Order

79763
12.08.21 2:08:31

 18-08-2021 11:59:50

From Company : **Mehta & Modi Realty Kowkur LLP**
5-4-187/3&4, II nd floor, MG Road, Soham Mansion, Secunderabad-500003
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	79763	140717
Doc Date	17-08-2021	
Quote No	Nil	
Quote Date	17-08-2021	
SupplyType	Supply	

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	8141 - Steel - other - M.S.Grills - Others - SFT *72.00" x 45.50" - 06 nos*	136.80	97.65	0.00	18.00	15,763.05
2	8141 - Steel - other - M.S.Grills - Others - SFT *30.00" x 49.00" - 01 no*	10.21	97.65	0.00	18.00	1,176.47
3	8141 - Steel - other - M.S.Grills - Others - SFT *48.00" x 56.50" - 01 no*	18.84	97.65	0.00	18.00	2,170.88
4	8141 - Steel - other - M.S.Grills - Others - SFT *48.00" x 50.50" - 01 no*	16.84	97.65	0.00	18.00	1,940.42
5	6188 - Miscellaneous - Hamali charges - NA - Per Sft	182.69	0.60	0.00	18.00	129.34
					Total Order Value . . .	**21,180.17**

Rupees : Twenty One Thousand One Hundred Eighty and Paise Seventeen 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 4days.
Delivery Location	Greenwood Heights Sy no: 196, Kowkur. Phone. 040-66335551
Penality 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 1st floor duct opening work purpose.
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	This po should be make at sovllp by our fabricator.

Material Not Received.

Cancelled

not taken

po - CANCELLED

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For *Mehta & Modi Realty Kowkur LLP*

Authorised Signatory

Name : 18/08/2021

Accepted the above Terms And Conditions

For *Summit Sales LLP*

Name : ____________________

Date : __/__/____