

Cancelled Purchase order by site

Form for closure of purchase order

Data required from site/engineers: Material Not Received.					
PO no.:	83928			PO date:	27/12/21
Req. no.:	63808			Req. date:	18/12/21
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	4/03/22	A. Suresh	[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
S. Nagesh	[Signature]	04-03-22			
Action taken by purchase: auto 2/2022 04-03-22					
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
Kamitha			[Signature]		
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

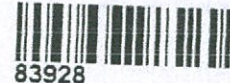
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27-12-2021 1:15:56 PM

From Company : **Villa Orchids LLP**

5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003

G S T No. : 36AANFG4817C1ZH



5:35:32

Supplier Details

Legend Elevations

3-5-967, Narayanguda, Hyderabad.

GSTIN 36AIKPG0292L2Z1

9246101075

Doc No	83928	63808
Doc Date	27-12-2021	
Quote No	NIL	
Quote Date	18-12-2021	
SupplyType	Supply	

Kind Attn : Mr.Ravi Kiran

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 6074 - Miscellaneous - SS Name Plates - other - Sq.inches SS number-220- Name:-DIVYA SUDHA- 4"x4"-01 no.	16.00	12.00	0.00	18.00	226.56
Total Order Value . . .					226.56

Rupees : Two Hundred Twenty Six and Paise Fifty Six Only.

Terms and Conditions :-**Specification /** As per details given in the quotation.**Payment Terms** After Delivery & Production of bill**Tax** GST included in above price.**Delivery Date** Within 7 days**Delivery Location** Villa Orchids

kowkur, Alwal

Phone. .

Penalty For Delay Nil**Transportation** Included in the above price.**Warranty** 5 years warranty on finish.**Advance Paid** Nil**Other Terms** We reserve the right to reject items not conforming to quality and specifications. Above order for villa no- 220 SS Name plate fixing 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 invoice must be sent to HO office or purchase site office. Proof of delivery/DC can be sent by email

Material Not Received.

PO - cash
CANCELLED
5/3/22For **Villa Orchids LLP**

Authorised Signatory

Name : 28/12/2021

Accepted the above Terms And Conditions

For **Legend Elevations**

Name : _____

Date : ____/____/____