

Form for closure of purchase order

Data required from site/engineers:

PO no.:	82913.	PO date:	20/11/21
Req. no.:	165521.	Req. date:	15/11/21
Material received	☒ Part ☐ Full	MRN nos.:	101560.
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:

Balance materials we have required, we have already send requisition.

Notes: 1. Provide details of material received by way of separate attachment. 2. Provide hardcopy of DCs/proof of delivery. 3. Provide copies of invoices if available. 4. This entire set to be sent by way of hand copy to Ashaiya.

Prepared by	Sign	Date	Project manager	Sign	Date
Zakir			Joh	Joh	28/02/22

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 95656

Remarks by Accountants: part bill Received by 9,487/-

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. Sridhar	Sridhar	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:

Prepared by	Sign	Date	Purchase manager	Sign	Date

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 MID.

Close NO



DELIVERY CHALLAN
SUMMIT SALES LLP

5-4-187/3 & 4 II Floor, M.G. Road, Secunderabad - 500 003.
Tel: 040 - 6633 5551

M/s Medi Realty Murugapudi
LCP
Site: A.G.H.

DC No. 4185
Date: 31/12/2021
Vehicle No. T9100A9938
P.O./W.O. No. 82913
P.O./W.O. Date: 23-11-2021

Sl. No.	PARTICULARS	Quantity
1	200mm light 200mm X 1200mm	10 Box
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		10 Box

INWARD
Inward No: 15101 Dt: 01/01/22
MRN No: 101560 Dt: 01/01/22
Received By: Security Sign: [Signature]
Medi Realty (Murugapudi) Ltd.

GSTIN :

Received the above materials in good condition.

Received by: [Signature]

Date: 31/12/2021

Stamp: [Signature]

For SUMMIT SALES LLP

[Signature]
31/12/2021

Authorised Signatory

Purchase Order

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28-02-2022 13:48:18

Original / Office Copy / Purchase Div. Copy

From Company : **Modi Realty (Miryalguda) LLP**
5-4-187/3&4, II nd Floor, M.G.Road, Secunderabad-500 003.
G S T No. : 36ABCFM6774G2ZZ

Supplier Details			
Summit Sales LLP 5-4-187/3&4, II nd floor, Soham Mansion, MG Road, Secunderabad GSTIN 36ACQFS2044C127 040-66335551 9618244433	Doc No	82913	165521
	Doc Date	23-11-2021	
	Quote No	Nil	
	Quote Date	23-11-2021	
	SupplyType	Supply	

Kind Attn : Hamendra, Prabhakar

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 9103 - Tiles - Urbanwood light - 200mm x 1200mm - Boxes	31.00	804.00	0.00	18.00	29,410.32
Total Order Value . . .					29,410.32
Rupees : Twenty Nine Thousand Four Hundred Ten and Paise Thirty Two Only.					

Terms and Conditions :-

Specification / Brand	Brand will be Ispiria- nexion, rate per sft is 4'X2'-51.45, for 1'x1'-47/-, coverage ares is 4'x2'- 15.42 and 1'x1'- 11.62 sft
Payment Terms	After delivery
Tax	Included
Delivery Date	With in a day
Delivery Location	AVR Gulmohar Homes Sy no-786, Miryalguda, Nalgonda Dist. Phone. 9550139944
Penalty For Delay	Nil
Transportation Cost	Nil
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications, damage is in suppliers account above order is for Villa- 82 , purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	Nil

For **Modi Realty (Miryalguda) LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Summit Sales LLP**

Name : _____

Name : _____

Date : ____/____/____

Content :-