Form for closure of purchase order

Data required from site/engineers:			
PO no.:	83199	PO date:	2/12/4
Req. no.:	168455	Req. date:	~~x~~
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:	Material not Rcvd at Site Po to close		

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
Heke	X	4/3			

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
Lavy		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:	Material not Received at Site Po to close

Prepared by	Sign	Date	Purchase manager	Sign	Date
Heke	X	4/3		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 -

5/3/22

Purchase Order

 04-03-2022 13:47:01 Original / Office Copy / Purchase Div.Copy

From Company : **Summit Sales LLP**
5-4-187/3&4,II nd floor,MG Road, Secunderabad-500003.
G S T No. : 36ACQFS2044C1Z7

Supplier Details			
Vaishnovi RMC	**Doc No**	83199	168455
Vaishnovi Shihara Apts,3-6-319,Flat No.802,Saroor NagarMandal,L B Nagar,Hyderabad.	**Doc Date**	02-12-2021	
	Quote No	NIL	
GSTIN 36AARFV1806A1ZB	**Quote Date**	02-12-2021	
9505048000	**SupplyType**	Supply	

Kind Attn : Mr Devender Goud

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	1013 - Building material - Ready Mix Concrete - NA - cu. mtrs. *M-20*	120.00	3,700.00	0.00	0.00	444,000.00
					Total Order Value . . .	**444,000.00**

Rupees : Four Lakh(s) Fourty Four Thousand Only.

Terms and Conditions :-

Specification / Brand	All items shall be of ___ brand/company
Payment Terms	Within 30 days of delivery.
Tax	All taxes included in above price.
Delivery Date	Next Day.
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
Penalty For Delay	5% penalty for delay in delivery beyond due date. Thereafter, 5% penalty for each week of delay.
Transportation Cost	Included in the above price.
Warranty	Nil
Advance Paid	NIL
Other Terms	Payment will be made only after inspection of material.Above order for North and East side road purpose.
Completion Date	NA
Measurment	Nil
Security	Nil
Remarks	Delivery at Turkapally GVDC Contact Person Mr Narsing Rao-9703020722.

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Authorised Signatory

For ***Vaishnovi RMC***

Name : ____________________

Name : ____________________

Date : __/__/____

Contact

02-12-2021 12:12:35 PM

Purchase Order

83199

25.11.21 3:45:34

From Company : **Summit Sales LLP**
5-4-187/3&4,II nd floor,MG Road, Secunderabad-500003.
G S T No. : 36ACQFS2044C1Z7

Supplier Details			
Vaishnovi RMC Vaishnovi Shihara Apts,3-6-319,Flat No.802,Saroor NagarMandal,L B Nagar,Hyderabad. 9505048000	**Doc No**	83199	168455
	Doc Date	02-12-2021	
	Quote No	NIL	
	Quote Date	02-12-2021	
	SupplyType	Supply	

Kind Attn : Mr Devender Goud

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST%	Amount
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Transportation Cost	Included in the above price.
Warranty	Nil
Advance Paid	NIL
Other Terms	Payment will be made only after inspection of material.Above order for North and East side road purpose.
Completion Date	NA
Measurment	Nil
Security	Nil
Remarks	Delivery at Turkapally GVDC Contact Person Mr Narsing Rao 9703020722.

For MDs APPROVAL.
- [ ] High Value/quantity beyond limits.
- [x] Po/Req. processed-post approval.
- [ ] Approval for technical details/clarification
- [ ] Replenishing SSLLP stock
- [ ] Other

APPROVED BY
02 DEC 2021
SOHAM MODI
MANAGING DIRECTOR

Books of accounts verified and no bills wrt this PO were received by accounts
Name: D. Narayana
Sign:
Date: 3/3/22

CANCELLED

PO- 5/3.

For **Summit Sales LLP**
Authorised Signatory
02/12/2021
Name :

Name :

Accepted the above Terms And Conditions
For **Vaishnovi RMC**

Date : __/__/____

1441

Requisition Form

Company Name:	G. V. Discovery Center	Date:	30.11.2021
Site & Phase :	SYNERGY 119,191	Time:	11:00 Hrs
		Req. No.	13419
Material required before date:	Urgent	ID No.	71644

No	Description	Size	Quantity	Units	Inward No	Date
1	RMC	(M20)	120	Cub meter		
2						
3						
4						
5						

PO 83199

APPROVED
01 DEC 2021
MINISH PARIKH
MANAGER PROCUREMENT

Remarks: For north and east side road purpose.

Prepared By:	Vineetha reddy	Approved by	K.Narsing rao
Sign.& Date	30.11.2021	Sign. & Date	30.11.2021

Note: On receipt of material at site write inward number and date in last 2 columns.

APPROVED BY
30 NOV 2021
PROJECT MANAGER
G.V.D.C.

APPROVED BY
02 DEC 2021
SOHAM MODI
MANAGING DIRECTOR