

Form for closure of purchase order

Required from site/engineers: <u>Full material not received, cancel po</u>					
PO no.:	<u>85202</u>	PO date:	<u>05/02/22</u>	Req. no.:	<u>141161</u>
MRN nos. related to PO		<u>-</u>			
☐	Part material received.				
☐	Full material received.				
☒	Material not received.				
☐	Close PO – Balance material will be re-ordered by new requisition.				
☐	Cancel PO. Material not required.				
☒	Cancel PO. Material will be re-ordered by new requisition.				
☐	Keep PO open. Material required.				
☐	Keep PO open. Work under progress.				
Remarks by engineer: <u>Full material not received, cancel po</u>					
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
<u>K. Sneh</u>	<u>Sneh</u>	<u>05/04/22</u>	<u>A. Sneh</u>	<u>[Signature]</u>	<u>05/04/22</u>
Data required from accounts:					
☐	Checked with E&D for receipt of bills.				
☐	Bills not received against this PO.				
☐	Part bill received against this PO.			Bill nos.	
☐	All bills received against this PO.				
☐	Advance paid against this PO.			Amount paid	
Remarks by Accountants:					
Notes: 1. Pos issued for false ceiling and such works may have been processed by E&D. Check before filling the above.					
Prepared by	Sign	Date	Accounts manager (approval required for PO more than 10k)	Sign	Date
Advice by MD - action to be taken by purchase:					
☐	Get certified bill from supplier (not original).				
☐	Prepare bill in SSLP for material supplied.				
☐	Get proof of delivery from site.				
☒	Barcoded PO missing – get certified copy from Accounts.				
☐	Thereafter, prepare advice to credit to supplier and send to HO for processing.				
☒	Close PO			☐	Keep PO open. Material awaited
☐	Send barcoded PO to MDs desk. PO to be closed thereafter.				
☐	Accounts to be reconciled with supplier. Suppliers ledger required from 1.4.2021.				
☐	Accounts to be reconciled with supplier. Suppliers ledger required from 1.4.2020.				
☐	RMC supplier – suppliers ledger required from 1.4.2020. Process bill after thoroughly checking both the ledgers and all pour reports. Pour reports from day one to be thoroughly checked with Pos/Bills. Thereafter, prepare advice to credit to supplier and send to HO for processing. Close all open POs.				
☐	E&D to check receipt of bill and enter comments below.				
☐	Details of material supplied and balance material to be supplied is required.				
Remarks:					
Prepared by		Sign			



Purchase Order

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05-04-2022 10:28:05

Original / Office Copy / Purchase Div.Copy

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 85202 141161**Doc Date** 05-02-2022**Quote No** Nil**Quote Date** 05-02-2022**SupplyType** Supply**Kind Attn : Hamendra, Prabhakar**

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 9085 - Tiles - Bathroom floor country vanilla - 12 in X 12 in X 12 pieces - Boxes	11.00	465.28	0.00	18.00	6,039.33
2 9080 - Tiles - Utility floor or Kitchen dado country almond - 12 in X 12 in X 12 pieces - Boxes	12.00	465.28	0.00	18.00	6,588.36
3 9081 - Tiles - Utility floor or kitchen dado country black berry - 12 in x 12 in X 12 pieces - Boxes	6.00	465.28	0.00	18.00	3,294.18
4 9082 - Tiles - Utility walls or kitchen dado blanco white - 12 in X 12 in x 12 pieces - Boxes	8.00	465.28	0.00	18.00	4,392.24
5 9083 - Tiles - Balcony or kitchen dado country rosso - 12 in X 12 in X 12 pieces - Boxes	3.00	465.28	0.00	18.00	1,647.09
Total Order Value . . .					21,961.22
Rupees : Twenty One Thousand Nine Hundred Sixty One and Paise Twenty Two Only.					

Terms and Conditions :-

Specification /	Brand will be Ispira/Nitco box sft is 15.5, 4 tiles in a box, rate per sft Rs. 45.72 including GST, box sft is 11.62 6 tiles in a box rate per sft is Rs. 47.25
Payment Terms	After delivery
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	Nil
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications, above order is for B 109, 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.'

For **Mehta & Modi Realty Kowkur LLP**

Accepted the above Terms And Conditions

For **Summit Sales LLP**

Purchase Order

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05-02-2022 14:25:27



31.01.22 17:53:33

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	85202	141161
	Doc Date	05-02-2022	
	Quote No	Nil	
	Quote Date	05-02-2022	
	SupplyType	Supply	

Kind Attn : **Hamendra,Prabhakar**

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Payment Terms	After delivery
Tax	Included in the above prices
Delivery Date	Within 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 right to reject items not conforming to quality and specifications, above order is for B 109, 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.'

