Form for closure of purchase order

Data required from site/engineers:

PO no.:	85592	PO date:	16/2/22	Req. no.:	169480	Advice Scan ID	

MRN nos. related to PO

☐	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: Keep PO open

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

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 SSLLP for material supplied.		
☐	Get proof of delivery from site.		
☐ X	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	Date
[signature]	[signature]	7/4/22

APPROVED BY

20 APR 2022

Purchase Order

 16-02-2022 13:13:57

85592
14.02.22 2:32:33

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

Supplier Details			
Dilpreet Tubes Plot #8, IDA Nacharam, Hyderabad-76. **GSTIN** 36AABCD6242R1Z8 23225792/27170988 65226846,kunalbatsh88@gmail.com 9949170500	**Doc No**	85592	169480
	Doc Date	16-02-2022	
	Quote No	Nil	
	Quote Date	14-02-2022	
	SupplyType	Supply	

Kind Attn : Rahul Mehta/Mr.Kunal.kunalbatsh88@gmail.com

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	8093 - Steel - other - MS Z angle - 3/4 In x3mm - kgs	3,000.00	63.12	0.00	18.00	223,444.80
					Total Order Value . . .	**223,444.80**
Rupees : Two Lakh(s) Twenty Three Thousand Four Hundred Fourty Four and Paise Eighty Only.						

Terms and Conditions :-

Specification / Brand Items shall be of wt. 8.5kgs per 18' length approx. weighment slip must be attached.

Payment Terms After Delivery & Production of bill

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

Penality For Delay Nil

Transportation Cost Extra.

Warranty Nil

Advance Paid Nil

Other Terms We reserve the right to reject items not conforming to quality and specifications. Final payment as per actual weightment at site. Above order for making of z angle templates of SOV, GHT & GMR site..

Completion Date Nil

Measurment NA

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 *Summit Sales LLP*
Authorised Signatory

Accepted the above Terms And Conditions
For *Dilpreet Tubes*

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	14/02/2022
Site & Phase :	SUMMIT HOUSING LLP	Time:	14:00
Supplier		Req. No.	169480
Material required before date:		ID No.	73820

No	Description	Size	Quantity	Units	Inward No	Date
1	MS Z ANGLES	3/4'' X 3mm	3	TONS		
2						
3						
4						
5	85592					
6						
7						
8						

Remarks: ABOVE ORDER FOR MAKING OF MS TEMPLATES OF SOV, GHT & GMR SITES.

Prepared By	T.D. MURTHY	Sign. & Date	APPROVED BY 16 FEB 2022 SOHAM MODI MANAGING DIRECTOR
Date:	14/02/2022		

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

14/02/2022

For MDs APPROVAL

- ☐ High Value/quantity beyond limits.
- ☐ Po/Req. processed-post approval.
- ☐ Approval for technical details/clarification.
- ☐ Replenishing SSLLP stock
- ☑ Other

T. D. Murthy
14/2/22

or making PO/WO/RO		Prepared by:	T.D.Murthy		Date:	14-02-2022	Sign:	
Summit Sales LLP		Site:	Summit Housing LLP		Req. No:	169480	Req date:	[illegible]2-2022
tation comparison.			Vendor 1	Vendor 1	Vendor 2	Vendor 2	Vendor 3	Vendor 3
me			Dilpreet Tubes		Sri Arihant Steels			
em	Qty	Units	Rate 1	Amount 1	Rate 2	Amount 2	Rate 3	Amount 3
IS Z Angles - 18'(Each length - 8.5kgs) - 3/4" x 3mm	3,000.00	kgs	63.12	1,89,345.00	68.90	2,06,700.00	-	-
	-		-	-	-	-	-	-
	-		-	-	-	-	-	-
	-		-	-	-	-	-	-
	-		-	-	-	-	-	-
	3,000.00			1,89,345.00		2,06,700.00		-
rms:	Within 15days of delivery of all materials & production of bill.							
	GST extra @18%							
tion & Other charges:	Extra							
ate / vendor for supply of material								
em	Qty	Units	Rate	Amount	Vendor			
IS Z Angles - 18'(Each length - 8.5kgs) - 3/4" x 3mm	3,000.00	kgs	63.12	1,89,345.00	Dilpreet Tubes			
	-		-	-				
	-		-	-				
	-		-	-				
	-		-	-				
Total	3,000.00			1,89,345.00				
rms:	Within 15days of delivery of all materials & production of bill.							
	GST extra @18%							
tion & Other charges:	Extra							
by MD:								
ased manager is hereby authorized to issue this PO/RO/WO as per terms prescribed in Cir no 300(f)				14/02/2022				

APPROVED BY
16 FEB 2022
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

 05-04-2022 13:21:13 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			
Dilpreet Tubes	**Doc N0**	85592	169480
Plot #8, IDA Nacharam, Hyderabad-76.	**Doc Date**	16-02-2022	
	Quote No	Nil	
GSTIN 36AABCD6242R1Z8 23225792/27170988	**Quote Date**	14-02-2022	
65226846,kunalbatsh88@gmail.com 9949170500	**SupplyType**	Supply	

Kind Attn : Rahul Mehta/Mr.Kunal.kunalbatsh88@gmail.com

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
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Rupees : Two Lakh(s) Twenty Three Thousand Four Hundred Fourty Four and Paise Eighty Only.

Terms and Conditions :-

Specification / Brand	Items shall be of wt. 8.5kgs per 18' length approx. weighment slip must be attached.
Payment Terms	After Delivery & Production of bill
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
Penality For Delay	Nil
Transportation Cost	Extra.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Final payment as per actual weightment at site. Above order for making of z angle templates of SOV, GHT & GMR site..
Completion Date	Nil
Measurment	NA
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 ***Summit Sales LLP***
Authorised Signatory

Accepted the above Terms And Conditions
For ***Dilpreet Tubes***

Name : ____________ Name : ____________ Date : __/__/____