Form for closure of purchase order

PO no.:	92985	PO date:	15.10.22	Req. no.:	170292	Advice Scan ID	
Barcoded PO available	☑ Y/□ N	Invoice original available	□Y/☑N /□Copy available	POD available	□Y/☑N		

Data required from site/engineers:		
MRN nos. related to PO	NIL	
□ 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:		
Notes: 1. Provide details of material received by way of separate attachment. 2. Provide scanned copy of DCs/proof of delivery + PO. 3. Provide copies of invoices if available. 4. This entire set to be scanned and sent to Ravi.		
Prepared by:	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.	□ All bills received against this PO.
□ Advance paid against this PO	Amount paid:	Date of payment:
Details of part bill received:		

Sl. No.	Bill no.	Bill date	Bill amount	Cr. given to supplier
1.				
2.				
3.				

Remarks by Accountants:		
Prepared by: D. Laxraj.	Sign:	Date: 14/3/23
Notes: 1. POs/WOs issued for turnkey works - may have been processed by E&D. Check before filling the above.		
Prepared by:	Sign:	Date:

Remarks by Ravi + details of bills to be approved:

Sl. No.	Bill no.	Bill date	Bill amount	MRN no.
1.				
2.				
3.				

Remarks: Cancel this P.O.		
Prepared by: Ravi	Sign:	Date: 15/3/23.

Advice by MD - action to be taken.			
□ Get certified bill from supplier (not original).		□ Prepare bill in SSLLP for material supplied.	
☑	Thereafter, prepare advice for credit to supplier and send to Soham for processing.		
☑	Close PO	□	Keep PO open. Material awaited
□	Accounts to be reconciled with supplier. Get supplier's ledger.		
Remarks:			
Approved by: Soham	Sign:	Date:	

APPROVED BY
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

 17-10-2022 10:37:50

92985
11.10.22 11:08:40

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

Supplier Details			
Ganji Venkannah & sons (Asian Paints)	**Doc No**	92985	170292
#5-5-97/2, Ganji chambers, Ranigunj,Secunderabad-500003 A.P.India.	**Doc Date**	15-10-2022	
	Quote No	Nil	
GSTIN 36AABFG9288K1ZT 040-40146505	**Quote Date**	13-10-2022	
27710339,27719935,277807357	**SupplyType**	Supply	

Kind Attn : Mr.Ganji Ashok

Purchase Order for the Supply of following Items.

	Item Name	**Qty**	**Rate**	**Dis%**	**GST**	**Amount**
1	326700 - PAIE-Paints - Internal Emulsion-Day break-Asian Tractor Smooth - 20Ltrs - can *Code-0942*	10.00	1,939.83	0.00	18.00	22,889.99
2	352000 - PAOX-Paints - Red Oxide--Asian - 1Kg - bags	10.00	67.79	0.00	18.00	799.92
	Total Order Value . . .					**23,689.92**

Rupees : Twenty Three Thousand Six Hundred Eighty Nine and Paise Ninty Two Only.

Terms and Conditions :-

Specification / Brand	All items shall be of Asian brand/company
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
Delivery Date	Next Working Day
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
Penality For Delay	Nil
Transportation Cost	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	NA
Other Terms	We reserve the right to reject items not conforming to quality and specifications.For Stock Repleneshing Purpose.
Completion Date	NA
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 invoice must b

For ***Summit Sales LLP***

Authorised Signatory

Name : ____________

Contact - -

Accepted the above Terms And Conditions

For ***Ganji Venkannah & sons (Asian Paints)***

Name : ____________

Date : __/__/____

Requisition Form						
Company Name:	SSLLP	Date:	13.10.2022			
Site & Phase :	SHLLP	Time:				
Unit No./Block No.						
Supplier:		Req. No.	170292			
Material required before date:		ID No.	80591			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	PAWP3301-Paints -Wall Putty- Cement --Birla-20 Kg-bags (30 kg) 92987.	40	29	40		
2	PAIE3267-Paints -Internal Emulsion-Day break- Asian Tractor Smooth Finish-20Ltrs-can	10	13	10		
3	PAOX3520-Paints -Red Oxide--Asian-1Kg-bags 92985	10	22	10		
4						
5						
6						
7						
8						
9						
10						
Remarks:	For Stock Repleneshing Purpose.					
	Engineer	Project Manager		Purchase		MD
Prepared By:	Vanajakshi					
Approved By:	Prabhakar					
Sign & Date:						

APPROVED BY
13 OCT 2022
SOHAM MODI
MANAGING DIRECTOR