

Form for closure of purchase order

PO no.: 92928	PO date: 14.10.22	Req. no.: 170283	Advice Scan ID
Barcoded PO available ☒ Y/ ☐ N	Invoice original available ☒ Y/ ☐ N	Copy available ☐ Y/ ☒ N	POD available ☐ Y/ ☒ N
Data required from site/engineers:			
MRN nos. related to PO 011			
☐ Part material received.		☐ Full material received.	
☐ Close PO – Balance material will be re-ordered by new requisition.		☒ Material not received.	
☒ 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: P. Prabhakar	Sign: [Signature]	Date: 15/03/23	
Data required from accounts:			
☐ Checked with E&D for receipt of bills.			
☒ Bills not received against this PO.		☐ Part bill received against this PO.	
☐ Advance paid against this PO		☐ All bills received against this PO.	
Amount paid:		Date of payment:	
Details of part bill received:			
Sl. No.	Bill no.	Bill date	Cr. given to supplier
1.			
2.			
3.			
Remarks by Accountants:			
Prepared by: D. Karuppi.	Sign: [Signature]	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	MRN no.
1.			
2.			
3.			
Remarks: Cancel this P.O			
Prepared by: Ravi	Sign: [Signature]	Date: 15/03/23	
Advice by MD - action to be taken.			
☐ Get certified bill from supplier (not original).		☐ Prepare bill in SSSLP 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: [Signature]	



Purchase Order

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16-11-2022 17:27:21

Original



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

Sathyavarapu Hardwares,
#2-3-576/2/2, Minister Road, Nallagutta, Sec-Bad.

GSTIN 36BCBPS4784B1ZJ
65910337.

9885316000.

Doc No	92928	170283
Doc Date	14-10-2022	
Quote No	Nill	
Quote Date	10-10-2022	
SupplyType	Supply	

Kind Attn : Mr. S. Ravi Kumar.

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 432700 - HARD-Hardware - SS Screws -Pan Head - 6x32mm - Pkts	20.00	99.00	0.00	18.00	2,336.40
Total Order Value . . .					2,336.40

Rupees : Two Thousand Three Hundred Thirty Six and Paise Fourty Only.

Terms and Conditions :-

Specification / All items shall be of ___ brand/company

Payment Terms After Delivery & Production of bill

Tax Inclusive of all taxes

Delivery Date Within 7 days

Delivery Location Summit Housing LLP
Cherlapally, Behind Kingston PG college, Hyderabad
Phone. 9618244433, Hamendra

Penalty For Delay Nil

Transportation Transport cost shall be borne by us.

Warranty Nil

Advance Paid Nill

Other Terms Payment will be made only after inspection of material. Above order for Stock Replenishing work purpose

Completion Date nill

Measurment NA

Security Nil

Remarks Orginal invoice+ORIGINAL

For **Summit Sales LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Sathyavarapu Hardwares,**

Name : _____

Name : _____

Date : __/__/__