Form for closure of purchase order

PO no.: 9408	PO date: 29/8/22	Req. no.: 185277	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		
☐ 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: K. Tulasi Ram	Sign:	Date: 03/03/23

Data required from accounts:

☐ Checked with E&D for receipt of bills.		
☑Bills not received against this PO.	☐ Part bill received against this PO.	☐ 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: P. Ramesh	Sign:	Date: 13/3/23

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 PO

Prepared by: Ravi	Sign:	Date: 15/03/23

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

 09-02-2023 10:03:57 Original / Office Copy / Purchase Div.Copy

From Company : **Modi Housing Pvt.Ltd**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36AADCM5906D2Z0

Supplier Details			
Summit Sales LLP	**Doc No**	91408	185277
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	29-08-2022	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	29-08-2022	
040-66335551 9618244433	**SupplyType**	Supply	

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	287900 - STEL-Steel - MS Gate-- - 3450X1200mm - Nos *Each-75kg Aprox*	2.00	10,500.00	0.00	18.00	24,780.00
					Total Order Value . . .	**24,780.00**

Rupees : Twenty Four Thousand Seven Hundred Eighty Only.

Terms and Conditions :-

Specification /	This is Testing of specifications / Brand
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Next Working Day.
Delivery Location	Silver Oak Villas Part III Sy .No.11,12,14,15,16,17,18 , 294 Phone. 0
Penality For Delay	Nil
Transportation	Included in the above price.
Warranty	Nil
Advance Paid	100% Advance
Other Terms	We reserve the right to reject items not conforming to quality and specifications.For Road no.01,02,03,04 Gate Fixing Purpose.
Completion Date	NA
Measurment	NA
Security	Nil
Remarks	

For ***Modi Housing Pvt.Ltd***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ____________________

Name : ____________________

Date : __/__/____

Contact - -

Purchase Order

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91408
17.08.22 12:59:52

From Company : **Modi Housing Pvt.Ltd**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36AADCM5906D2Z0

Supplier Details			
Summit Sales LLP 5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc No**	91408	185277
	Doc Date	29-08-2022	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	29-08-2022	
040-66335551 9618244433	**SupplyType**	Supply	

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Transportation Cost	Included in the above price.
Warranty	Nil
Advance Paid	100% Advance
Other Terms	We reserve the right to reject items not conforming to quality and specifications.For Road no.01,02,03,04 Gate Fixing Purpose.
Completion Date	NA
Measurment	NA
Security	Nil
Remarks	

For ***Modi Housing Pvt.Ltd***
Authorised Signatory

Name : Venu 29/8

Accepted the above Terms And Conditions
For ***Summit Sales LLP***

Name : ____________

Date : __/__/____

Purchase Order

 29-08-2022 12:15:00 Original / Office Copy / Purchase Div.Copy

From Company : **Modi Housing Pvt.Ltd**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36AADCM5906D2Z0

Supplier Details			
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Transportation Cost	Included in the above price.
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Other Terms	We reserve the right to reject items not conforming to quality and specifications.For Road no.01,02,03,04 Gate Fixing Purpose.
Completion Date	NA
Measurment	NA
Security	Nil
Remarks	

For ***Modi Housing Pvt.Ltd***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ______________________

Name : ______________________

Date : __/__/____

Requisition Form						
Company Name:	Modi Housing Pv Ltd	Date:	13-08-2022			
Site & Phase :	MHPLSOV	Time:	17:44			
Flat/Block no.	for road no 01,02,03,04					
Supplier:		Req. No.	185277			
Material required before date:	18-08-2022	ID No.	78872			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	STEL2879-Steel-MS Gate---3450X1200MM-Nos 11½' x 4' = 46 sft.	2	0	2		
2	Each – 75 kg x 140					
3	= 10,500/–					
4	18%	81408				
5						
6						
7						
8						
9						
10						
Remarks:	for road no 01,02,03,04 gate fiixng purpose					
	Engineer	Project Manager		Purchase		MD
Prepared By:	B.Meenakshi					
Approved By:						
Sign & Date:	13-08-2022					

APPROVED
29 AUG 2022
P. VENKATESHWARLU
MANAGER PURCHASE