Form for closure of purchase order

PO no.: 92349	PO date: 28-9-22	Req. no.: 170236	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 112466, 112467
☑ 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.	3354	29/9/22	12,704/-	
2.	3376	30/9/22	15,150/-	
3.				

Remarks by Accountants:

Prepared by: D. Lavanya	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: 15/03/23.

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
16 MAR 2023
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

 28-09-2022 14:54:11

92349
16.09.22 3:01:08

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) #5-5-97/2, Ganji chambers, Ranigunj,Secunderabad-500003 A.P.India.	**Doc No**	92349	170236
	Doc Date	28-09-2022	
	Quote No	Nil	
GSTIN 36AABFG9288K1ZT 040-40146505	**Quote Date**	28-09-2022	
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	198600 - PAEE-Paints - External Emulsion-White-Asian ACE - 20ltr - Nos	5.00	2,517.79	0.00	18.00	14,854.96
2	368400 - PAEN-Paints - Enamel-Black -Asian Apcolite - 1Ltr - can	10.00	222.00	0.00	18.00	2,619.60
3	539500 - PAEN-Paints - Enamel-Black -Asian Apcolite - 4Ltrs - can	4.00	861.01	0.00	18.00	4,063.97
4	446300 - PAEN-Paints - Enamel-White-Asian Apcolite - 4Ltrs - can	4.00	929.66	0.00	18.00	4,388.00
5	854800 - PARO-Paints - Red Oxide Primer-- Asian - 1Ltr can	8.00	172.88	0.00	18.00	1,631.99
6	325900 - PAEN-Paints - Enamel-Bottle Green-Asian - 4Ltrs - can	4.00	1,227.11	0.00	18.00	5,791.96
					Total Order Value . . .	**33,350.47**

Rupees : Thirty Three Thousand Three Hundred Fifty and Paise Fourty Seven Only.

Terms and Conditions :-

Specification /	All items shall be of 1st quality. - Asian brand.
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	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above for Stock Replenshing Purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil

PART DELIVERY DETAILS

S.no.	Bill no.	Bill Dt.	Amount
1.	3354	29.9.22	12,704.00
2.	3376	30.9.22	15,150.00
3.			
4.			
5.			

For *Summit Sales LLP*

Authorised Signatory

Vemu 28/09/22

Name : ____________

Accepted the above Terms And Conditions

For *Ganji Venkannah & sons (Asian Paints)*

Name : ____________

Date : __/__/____

Purchase Order

 28-09-2022 14:54:11 Original / Office Copy / Purchase Div.Copy

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

Veeranna 28/09/22

Accepted the above Terms And Conditions

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

Name : ____________________ Name : ____________________ Date : __/__/____

Requisition Form						
Company Name:	SSLLP	Date:	23.09.2022			
Site & Phase :	SHLLP	Time:	12:00			
Supplier:		Req. No.	170236			
Material required before date:		ID No.	80075			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	PAEN3684-Paints -Enamel-Black -Asian Apcolite-1Ltr-can	10	1	10		
2	PAEN5395-Paints -Enamel-Black -Asian Apcolite-4Ltrs-can 92349	4	6	4		
3	PAEN4463-Paints -Enamel-White-Asian Apcolite-4Ltrs-can	4	7	4		
4	PARO8548-Paints -Red Oxide Primer-- Asian-1Ltr-can	8		8		
5	PAEE1986-Paints -External Emulsion-White-Asian ACE-20ltr -Nos	5	7	5		
6	PAEN3259-Paints - Enamel-Bottle Green-Asian-4Ltrs-can	4	4	4		
7	PAWC4259-Paints -White cement--JK-25Kgs-bags 92350	5	8	5		
8	CHEM5153-Chemical-Jantha Paste-Epoxy--Bharat Polymers-400gms-Nos	40	27	40		
9						
10						
Remarks:	For Stock repleneshing purpose.					
	Engineer	Project Manager		Purchase		MD
Prepared By:	Deepa					
Approved By:	Prabhakar					
Sign & Date:						

APPROVED
29 SEP 2022
P. VENKATESHWARLU
MANAGER PURCHASE

APPROVED BY
24 SEP 2022
SOHAM MODI
MANAGING DIRECTOR