Form for closure of purchase order

PO no.:	9A518	PO date:	30/11/22	Req. no.:	208362	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: material not received. close this PO.		

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: Basaveshwari	Sign:	Date: 10/03/23
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: Rajyalakshmi	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 Po.		
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
16 MAR 23
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

 28-12-2022 13:29:47

94518
29.11.22 5:41:42

Copy

From Company : **Modi Reality Mallapur LLP**
5-4-187/3&3, II nd floor, Soham Mansion, MG Road, Secunderabad
G S T No. : 36AAEFM1459R1ZP

Supplier Details			
Summit Sales LLP	**Doc No**	94518	208362
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	30-11-2022	
	Quote No	nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	29-11-2022	
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	274100 - ELSW-Electrical - Fan Dimmer--Wipro NW - - - Nos	10.00	231.00	0.00	18.00	2,725.80
2	688000 - ELCW-Electrical - Copper Wire-Black Color-Gloster - 1SqmmX90mtrs - Bundles	1.00	888.00	0.00	18.00	1,047.84
3	944800 - ELCW-Electrical - Copper Wire-Yellow color-Gloster - 2.5SqmmX90mtrs - Bundles	1.00	2,050.00	0.00	18.00	2,419.00
4	682900 - ELCW-Electrical - Copper Wire-Black Color-Gloster - 2.5SqmmX90mtrs - Bundles	1.00	2,050.00	0.00	18.00	2,419.00
5	997500 - ELCW-Electrical - Copper Wire-Red Color-Gloster - 1SqmmX90mtrs - Bundles	1.00	888.00	0.00	18.00	1,047.84
6	419900 - ELSW-Electrical - MCB-- - 16 amps - Nos	12.00	117.00	0.00	18.00	1,656.72
7	202000 - ELSW-Electrical - MCB-- - 10 amps - Nos	10.00	117.00	0.00	18.00	1,380.60
				Total Order Value . . .		**12,696.80**

Rupees : Twelve Thousand Six Hundred Ninty Six and Paise Eighty Only.

Terms and Conditions :-

Specification / Brand	As per details given in the quotation.
Payment Terms	Within 30 days of delivery.
Tax	GST included in above price.
Delivery Date	Within 3 days
Delivery Location	Gulmohar Residency Survey No 19, Mallapur, Hyderabad. NExt to NFC Railway Over Bridge Phone. Contact: Security _______, 8309938133
Penality For Delay	Nil
Transportation Cost	Transport cost shall be borne by us.
Warranty	Nl
Advance Paid	Nil

For ***Modi Reality Mallapur LLP***

Authorised Signatory

30/11

Name : ______________________

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ______________________

Date : __/__/____

Purchase Order

 28-12-2022 13:29:47 Original / Office Copy / Purchase Div.Copy

Other Terms	We reserve the right to reject items not conforming to quality and specifications.Aove order For Electrical work purpose.
Completion Date	Nil
Measurment	Nil
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 be sent to HO office or purchase site office. Proof of delivery/DC can be sent by email.

For ***Modi Reality Mallapur LLP***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ____________________

Name : ____________________

Date : __/__/____