

Form for closure of purchase order

PO no.: 94687	PO date: 7/09/22	Req. no.: 193760	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			
☐ 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	Cr. given to supplier
1.			
2.			
3.			
Remarks by Accountants:			
Prepared by: Rajyalakshmi		Sign:	Date: 14/03/23
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
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

Page(s) 1 Of 2

09-02-2023 10:39:25 AM

Original / Office Copy / Purchase Div.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
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad

GSTIN 36ACQFS2044C1Z7

040-66335551

9618244433

Doc No	91687	193760
Doc Date	07-09-2022	
Quote No	Nill	
Quote Date	07-09-2022	
SupplyType	Supply	

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 872600 - PLUM-Plumbing - PVC-SWR-Plain Tee- - 160MM - Nos	15.00	435.00	0.00	18.00	7,699.50
2 433600 - PLUM-Plumbing - PVC-SWR-Bend- - 160MMX45degree - Nos	15.00	250.00	0.00	18.00	4,425.00
3 729700 - PLUM-Plumbing - PVC-SWR-Door Bend- - 160MM - Nos	10.00	336.00	0.00	18.00	3,964.80
4 495500 - PLUM-Plumbing - PVC-SWR-Plain Bend- - 160MM - Nos	10.00	320.00	0.00	18.00	3,776.00
5 698700 - PLUM-Plumbing - PVC-SWR-Solvent Solution- - 500ml - Nos	10.00	175.00	0.00	18.00	2,065.00
6 489100 - PLUM-Plumbing - PVC-SWR-Single Socket Pipe- - 100x3000mm - Length	20.00	637.00	0.00	18.00	15,033.20
7 379000 - PLUM-Plumbing - PVC-SWR-Single socket pipe- - 75X3000mm - Length	20.00	310.00	0.00	18.00	7,316.00
8 948300 - PLUM-Plumbing - PVC-SWR-Double socket Pipe- - 100x3000mm - Length	20.00	622.00	0.00	18.00	14,679.20
9 788900 - PLUM-Plumbing - PVC-SWR-Double socket Pipe- - 75x3000mm - Length	20.00	333.00	0.00	18.00	7,858.80
Total Order Value . . .					66,817.50

Rupees : Sixty Six Thousand Eight Hundred Seventeen and Paise Fifty Only.

Terms and Conditions :-

Specification / Brand All items shall be of Sudhkar brand/company
Payment Terms After Delivery & Production of bill
Tax All taxes included in above price.
Delivery Date Next Day.
Delivery Location Gulmohar Residency
Survey No 19, Mallapur, Hyderabad. NExt to NFC Railway Over Bridge
Phone. Contact: Security _____, 8309938133

For **Modi Reality Mallapur LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Summit Sales LLP**

Name : _____

Name : _____

Date : __/__/__

Purchase Order

Page(s) 2 Of 2

09-02-2023 10:39:25 AM

Original / Office Copy / Purchase Div.Copy

Penalty For Delay Nil

Transportation Cost Transport cost shall be borne by us.

Warranty 1 Year

Advance Paid nil

Other Terms We reserve the right to reject items not conforming to quality and specifications.Above order for C block drain outlet in parking area purpose.

Completion Date NA

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 emai

For **Modi Reality Mallapur LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Summit Sales LLP**

Name : _____

Name : _____

Date : __/__/__

Purchase Order

Page(s) 1 Of 2

17-11-2022 11:58:10 AM



91687

01.09.22 10:54:25

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5-4-187/3&3, II nd floor, Soham Mansion, MG Road, Secunderabad.
G S T No. : 36AAEFM1459R1ZP

Supplier Details			
Summit Sales LLP 5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad GSTIN 36ACQFS2044C1Z7 040-66335551 9618244433	Doc No	91687	193760
	Doc Date	07-09-2022	
	Quote No	Null	
	Quote Date	07-09-2022	
	SupplyType	Supply	

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Delivery Location Gulmohar Residency
Survey No 19, Mallapur, Hyderabad. NExt to NFC Railway Over Bridge
Phone. Contact: Security _____, 8309938133

For **Modi Reality Mallapur LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Summit Sales LLP**

Name : _____

Name : _____

Date : __/__/__

Purchase Order

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Warranty 1 Year

Advance Paid nil

Other Terms We reserve the right to reject items not conforming to quality and specifications. Above order for C block drain outlet in parking area purpose.

Completion Date NA

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 : __/__/__