Form for closure of purchase order

PO no.: 93928	PO date: 12-11-22		Req. no.: 170387		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: MINISH		Sign:		Date: 24/03/2023.			
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.				
4.				
5.				
6.				

Remarks by Accountants:		
Prepared by: D. Lavaj.	Sign:	Date: 25/3/23
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: Material not recived so cancel the P.O.		
Prepared by: Ravi	Sign:	Date: 27.03.23.
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
2 8 MAR 2023
SOHAM MODI
MANAGING DIRECTOR

Form for closure of purchase order dt 09-03-23 ver5.docx

Purchase Order

 16-11-2022 12:29:22

93928
01.11.22 3:07:40

From Company : **Summit Sales LLP**
5-4-187/3&4,II nd floor,MG Road, Secunderabad-500003.
G S T No. : 36ACQFS2044C1Z7

Supplier Details			
SFS Hardware	**Doc No**	93928	170387
30-26,III Floor,Plot no 36,Burhani Housing Society,RTC Colony,Tirumulgery,Secunderabad-15	**Doc Date**	12-11-2022	
	Quote No	Nil	
GSTIN 36BJJPG3515K1Z6	**Quote Date**	09-11-2022	
9550505717	**SupplyType**	Supply	

Kind Attn : Mr Khuzem

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	759000 - HARD-Hardware - SS Screws -Pan Head- - 6x25mm - Pkts *100 no's per packet*	20.00	73.00	0.00	18.00	1,722.80
2	432700 - HARD-Hardware - SS Screws -Pan Head- - 6x32mm - Pkts *100 no's per packet*	20.00	89.00	0.00	18.00	2,100.40
3	462400 - HARD-Hardware - SS Screws -Pan Head- - 6x50mm - Pkts *100 no's per packet*	20.00	110.00	0.00	18.00	2,596.00
4	130700 - HARD-Hardware - SS Screws -CSK Head- - 6x32mm - Pkts *100 no's per packet*	20.00	82.00	0.00	18.00	1,935.20
5	189800 - HARD-Hardware - SS Screws-CSK Head- - 8x32mm - Pkts *100 no's per packet*	20.00	98.00	0.00	18.00	2,312.80
6	978000 - HARD-Hardware - Wood screws -CSK- - 8x30mm - Pkts *100 no's per packet*	30.00	25.00	0.00	18.00	885.00
					Total Order Value . . .	**11,552.20**

Rupees : Eleven Thousand Five Hundred Fifty Two and Paise Twenty Only.

Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Next 3 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	Payment will be made only after inspection of material.Above order For stock repleneshing 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.

For ***Summit Sales LLP***

Authorised Signatory

Name : 17/11/22

Accepted the above Terms And Conditions

For ***SFS Hardware***

Name : ____________

Date : __/__/____

Form for closure of purchase order

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Barcoded PO available ☑Y/□ N	Invoice original available	□Y/☑N /□Copy available	POD available	□Y/☑N

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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: MINISH	Sign:	Date: 24/03/2023.

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□ 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.				
4.				
5.				
6.				

Remarks by Accountants:		
Prepared by: D. Lovraj.	Sign:	Date: 25/3/23
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.				
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Remarks: Material not received so cancel the P.O.		
Prepared by: Ravi	Sign:	Date: 27.03.23.

Advice by MD - action to be taken.			
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□	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
28 MAR 2023
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

 16-11-2022 12:29:22 Original / Office Copy / Purchase Div.Copy

Original invoices must be send to HO office. Proof of delivery /DC can be sent by email.

For ***Summit Sales LLP***

Authorised Signatory

17/11/22

Name : ____________

Name : ____________

Accepted the above Terms And Conditions

For ***SFS Hardware***

Date : __/__/____

Requisition Form						
Company Name:	SSLLP	Date:	09.11.2022			
Site & Phase :	SHLLP	Time:				
Unit No./Block No.						
Supplier:		Req. No.	170387			
Material required before date:		ID No.	81424			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	HARD7590-Hardware-SS Screws -Pan Head--6x25MM-Pkts 100NO's 73/- Per 100	20 ✓		20		
2	HARD4327-Hardware-SS Screws -Pan Head--6x32MM-Pkts 100 NOS 89/- "	20 ✓		20		
3	HARD4624-Hardware-SS Screws -Pan Head--6x50MM-Pkts 100 NOS 110/- "	20 ✓	6	20		
4	HARD1307-Hardware-SS Screws -CSK Head--6x32MM-Pkts 100 NO's 82/- "	20 ✓	1	20		
5	HARD1898-Hardware-SS Screws-CSK Head--8x32MM-Pkts 100 NOS 98/- "	20 ✓		20		
6	HARD9780-Hardware-Wood screws -CSK--8x30MM-Pkts 100NOS 25/- "	30 ✓	7	30		
7	PO 93928					
8						
9						
10						
Remarks:	For stock Replenishing purpose					
	Engineer	Project Manager		Purchase ✓		MD
Prepared By:	Ashajyothi					
Approved By:	Minish					
Sign & Date:						

APPROVED BY
10 NOV 2022
SOHAM MODI
MANAGING DIRECTOR