Form for closure of purchase order

Data required from site/engineers:							
PO no.:	92645	PO date:	8-10-22	Req. no.:	178780	Advice Scan ID	
MRN nos. related to PO	112636						

☐	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:	Full Material. Recevide,

Notes: 1. Provide details of material received by way of separate attachment. 2. Provide hardcopy of DCs/proof of delivery + PO. 3. Provide copies of invoices if available. 4. This entire set to be sent by way of hard copy to Ashaiya.

Prepared by	Sign	Date	Project manager	Sign	Date
Divya	[signature]	09/02/23.	[signature]	[signature]	

Data required from accounts:			
☐	Checked with E&D for receipt of bills.		
☐	Bills not received against this PO.		
☐	Part bill received against this PO.	Bill nos.	
☑	All bills received against this PO.	Bill no - 26305, Amt 413/—	
☐	Advance paid against this PO.	Amount paid	
Remarks by Accountants:			

Notes: 1. Pos issued for false ceiling and such works may have been processed by E&D. Check before filling the above.

Prepared by	Sign	Date	Accounts manager (approval required for PO more than 10k)	Sign	Date
	[signature]	14/2/23			

Advice by MD - action to be taken by purchase:			
☐	Get certified bill from supplier (not original).		
☐	Prepare bill in SSLLP for material supplied.		
☐	Get proof of delivery from site.		
☐	Barcoded PO missing – get certified copy from Accounts.		
☐	Thereafter, prepare advice to credit to supplier and send to HO for processing.		
☑	Close PO	☐	Keep PO open. Material awaited
☐	Send barcoded PO to MDs desk. PO to be closed thereafter.		
☐	Accounts to be reconciled with supplier. Suppliers ledger required from 1.4.2021.		
☐	Accounts to be reconciled with supplier. Suppliers ledger required from 1.4.2020.		
☐	RMC supplier – suppliers ledger required from 1.4.2020. Process bill after thoroughly checking both the ledgers and all pour reports. Pour reports from day one to be thoroughly checked with Pos/Bills. Thereafter, prepare advice to credit to supplier and send to HO for processing. Close all open POs.		
☐	E&D to check receipt of bill and enter comments below.		
☐	Details of material supplied and balance material to be supplied is required.		
Remarks:			

Prepared by	Sign	Date

APPROVED BY
SOHAM MODI
MANAGING DIRECTOR
02 MAR 2023

Purchase Order

 09/02/2023 15:42:46 Original / Office Copy / Purchase Div.Copy

From Company : **Modi Properties Pvt.Ltd.**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36AABCM4761E1ZM

Supplier Details				
Summit Sales LLP		**Doc No**	92645	178780
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad		**Doc Date**	08-10-2022	
		Quote No	Nil	
GSTIN 36ACQFS2044C1Z7		**Quote Date**	08-10-2022	
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	111200 - STAT-Stationary - Pencil-- - - - Boxes	2.00	42.00	0.00	12.00	94.08
2	273300 - STAT-Stationary - pen-black color-Cello Fine grip - - - Nos	20.00	6.00	0.00	18.00	141.60
3	730400 - STAT-Stationary - Pen-Blue color-Cello Fine grip - - - Nos	20.00	6.00	0.00	18.00	141.60
4	913700 - STAT-Stationary - pen-Red color-Cello Fine grip - - - Nos	5.00	6.00	0.00	18.00	35.40
					Total Order Value . . .	**412.68**

Rupees : Four Hundred Twelve and Paise Sixty Eight 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 Working Day.

May Flower Platinum

For ***Modi Properties Pvt.Ltd.***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ____________

Name : ____________

Date : __/__/____

Purchase Order

 09/02/2023 15:42:46 Original / Office Copy / Purchase Div.Copy

Delivery Location	
	Sy 82/1, Mallapur, Nacharam.
	Phone. 7680971999
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 order for site office purpose.
Completion Date	NA
Measurment	NA
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 invoices must be sent to HO office or purchase site office. Proof of delivery/DC can be sent by email.'.

For ***Modi Properties Pvt.Ltd.***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ____________________

Name : ____________________

Date : __/__/____

...ENERAL MATERIAL INWARD REGISTER

...ate		Time	Supplier	Item Category	Item Desc.	Item Size	Quantity	Units	D.C No	P.O No	Vehicle No	Delivered by	Received by	Engineer's Signature
20265	10/10/22	11:02	Ushodaya Superspecialities pvt Ltd.	1	Lizol Disc c		01	NOS	038	–	By Bike	Raju	moses	
20266	1/10/22	12:10	Jai Mathaji Traders	1	1" Sudal.		4	NOS	–	–	By bike	Raju	moses	
				2	1" elbow		5	NOS						
				3	Nail clip		10	NOS						
20267	1/10/22	12:00	Jai Mathaji Traders	1	1.2" Cover		2	NOS	–	–	By Bike	Raju	moses	
				2	1" Union Con		2	NOS						
				3	Blade		4	NOS						
20268	7/10/22	14:00	Jai Mathaji Traders	1	6 modul mpl		2	NOS	–	–	By Bike	Raju	moses	
				2	Chain		2	NOS						
20269	30/9/22	9:00	Jai Mathaji Traders	1	1" Tape		20	NOS	–	–	By Bike	Raju	moses	
20270	8/10/22	15:00	Summit Sales Llp	1	Tan Brown granite	(120 Sft)	04	NOS	4998	91623	TS29T9543	Ramu	moses	
20271	8/10/22	15:00	Summit Sales Llp	1	Tan Brown granite	97500 x 2850 x 17mm	740	Sft	5080	91623	-do-	-do-	moses	
20272	10/10/22	12:00	Krishna Hardware & Electricals	1	Dr Hut		1	Hr	–	–	By Bike	Kailash	moses	
					Dr. Calca pusel		2	NOS						
20273	11/10/22	13:00	Summit Sales Llp	1	Panel door	38x80	05	NOS	4950	92562	TS10UB3122	Shekhar	moses	
20274	11/10/22	13.00	Summit Sales Llp	1	Panel door	26x82	10	NOS	4949	92561	-do-	-do-	moses	
				2	Cylindrical lock		10	NOS						
20275	11/10/22	13:00	Summit Sales Llp	1	pencil		2	Box	4947	92645	-do-	-do-	moses	
				2	Cello pen Black		20	NOS						
				3	Cello pen Blue		20	NOS						
				4	Cello pen Red		05	NOS						
20276	11/10/22	13:00	Summit Sales Llp	1	MCB 16 amp		20	NOS	4948	92625	-do-	-do-	moses	
				2	MCB 10 amp		10	NOS						
20277	11/10/22	13:00	Summit Sales Llp	1	Cp Angle Cock		38	NOS	5101	92324	-do-	-do-	moses	
				2	Wall Mixture		7	NOS						