Form for closure of purchase order

PO no.: 94249	PO date: 23/11/2022		Req. no.: 198080		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: Part material received at site							

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: Meenakshi .N	Sign:	Date: 13/04/2023.
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.	27151	24/01/22	1,487/-	
2.				
3.				
4.				

Remarks by Accountants:

Prepared by: Shaik Hasna	Sign:	Date: 17/04/23

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: As per receipt of material, bills received, so close this PO.

Prepared by: Ravi	Sign:	Date: 13/4/23

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
17 APR 2023
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

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94249
16.11.22 3:05:32

From Company : **Mody Consultancy Services**
5-4-187/3&4, II Floor, M.G.Road, Secunderabad-500003.
G S T No. :

Supplier Details			
Summit Sales LLP 5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc No**	94249	198080
	Doc Date	23-11-2022	
	Quote No	nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	16-11-2022	
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	474600 - CHEM-Chemical - Araldite-- - 450gms - Nos	2.00	630.00	0.00	18.00	1,486.80
2	487200 - BUIL-Building Material - Black Granite-- - 975WX2850LX19MM - Sft	80.00	136.50	0.00	18.00	12,885.60
					Total Order Value . . .	**14,372.40**

Rupees : Fourteen Thousand Three Hundred Seventy Two and Paise Fourty Only.

Terms and Conditions :-

Specification / Brand	All items shall be of branded
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Next Working Day.
Delivery Location	Greens Towers Begumpet Main Road, Hyd. Opp. Hyderabad Public School. Phone. 66335551
Penality For Delay	Nil
Transportation Cost	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 oantry 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.'

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PART DELIVERY DETAILS

S.no.	Bill no.	Bill Dt.	Amount
1.	27151	24-11-22	1,486
2.			
3.			
4.			
5.			

Part material Delivered
7/4/23

For *Mody Consultancy Services*
Authorised Signatory
Name : 24/11/22

Accepted the above Terms And Conditions
For *Summit Sales LLP*
Name :

Date : _/_/_

Requisition Form

Company Name:	mcs						
Site & Phase :	greens towers	Date:	16-11-2022				
Unit No./Block No.		Time:					
Supplier:							
Material required before date:		Req. No.	198080				
		ID No.	81802				
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date	
1	BUIL4872-Building Material-Granite Black-19mm--975WX2850LX19MM-Sqm 16 to 18mm (80sft).	7		1			
2	CHEM4746-Chemical-Araldite---450gms-Nos	2		2			
3							
4							
5							
6							
7							
8							
9							
10							
Remarks:	Above order for oantry purpose						
	Engineer	Project Manager		Purchase	MD		
Prepared By:	meenaslhi. N						
Approved By:							
Sign & Date:							

PO0094249.

APPROVED BY
18 NOV 2022
SOHAM MODI
MANAGING DIRECTOR