Form for closure of purchase order

PO no.:	98743	PO date:	08/11/22	Req. no.:	190072	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 delivered at site, now we no need material.

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: 13/04/23.

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.	26870	9/11/22	655/-	
2.	26969	9/11/22	49,940/-	
3.				
4.				

Remarks by Accountants:

Prepared by: Shaik Hasina	Sign: Hasina	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, All bills received, so close this PO.

Prepared by: Ravi	Sign:	Date: 17/4/23.

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

93743
01.11.22 2:54:36

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**	93743	198072
	Doc Date	08-11-2022	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	08-11-2022	
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	944800 - ELCW-Electrical - Copper Wire-Yellow color-Gloster - 2.5SqmmX90mtrs - Bundles	5.00	2,050.00	0.00	18.00	12,095.00
2	983600 - ELCW-Electrical - Copper Wire-Green Color-Gloster - 2.5SqmmX90mtrs - Bundles	5.00	2,050.00	0.00	18.00	12,095.00
3	682900 - ELCW-Electrical - Copper Wire-Black Color-Gloster - 2.5SqmmX90mtrs - Bundles	5.00	2,050.00	0.00	18.00	12,095.00
4	737000 - ELCW-Electrical - Copper Wire-Blue Color-Gloster - 4SqmmX90mtrs - Bundles	5.00	3,122.00	0.00	18.00	18,419.80
5	181100 - ELCW-Electrical - Copper Wire-Yellow color-Gloster - 1SqmmX90mtrs - Bundles	3.00	888.00	0.00	18.00	3,143.52
6	688000 - ELCW-Electrical - Copper Wire-Black Color-Gloster - 1SqmmX90mtrs - Bundles	3.00	888.00	0.00	18.00	3,143.52
7	132400 - HARD-Hardware - Wall plug --Fisher - 5mm - Pkts	1.00	170.00	0.00	18.00	200.60
8	498800 - HARD-Hardware - Wall plug --Fisher - 6mm - Pkts	1.00	185.00	0.00	18.00	218.30
9	468000 - ELCD-Electrical - Insulation tapes-- - 20nos - Boxes	1.00	10.00	0.00	18.00	11.80
				Total Order Value . . .		**61,422.54**

Rupees : Sixty One Thousand Four Hundred Twenty Two and Paise Fifty Four Only.

Terms and Conditions :-

Specification /	All items shall be of Gloster brand/company
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
Delivery Date	Next Working Day
Delivery Location	Greens Towers Begumpet Main Road, Hyd. Opp. Hyderabad Public School Phone. 66335551

For MD APPROVAL
quantity beyond limits.
passed-post approval.
technical details/clarification
SSLLP stock

For *Mody Consultancy Services*

Authorised Signatory

09/11/22

Name :

Scm 3d - 128416
" 124340

Name :

PART DELIVERY DETAILS

S.no.	Bill no.	Bill Dt.	Amount
1.	26870	9/11/22	655/-
2.	26869	"	49,940/-
3.			
4.			
5.			

Accepted the above Terms and conditions
For Summit Sales LLP
Date

Part Material Delivered
7/4/23

Purchase Order

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 quality and specifications.For greens wiring 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 dellvery/DC can be sent by email.

For *Mody Consultancy Services*

Authorised Signatory

Name : 09/11/22

Accepted the above Terms And Conditions

For *Summit Sales LLP*

Name :

Date : __/__/____

Requisition Form					
Company Name:	MCS	Date:	07-11-2022		
Site & Phase :	GREENS TOWERS	Time:	15:46		
Unit No./Block No.					
Supplier:		Req. No.	198072		
Material required before date:	urgent	ID No.	81295		
S No	Item PO :- 93743.	Qty required	Qty available at site	Order Qty	Inward No
1	ELEC9448-Electrical-Copper Wire-Yellow color-Gloster-2.5SqMMX90mtrs-Bundles	5		5	
2	ELCW ELEC9836-Electrical-Copper Wire-Green Color-Gloster-2.5SqMMX90mtrs-Bundles	5		5	
3	ELEC6829-Electrical-Copper Wire-Black Color-Gloster-2.5SqMMX90mtrs-Bundles	5		5	
4	ELEC7370-Electrical-Copper Wire-Blue Color-Gloster-4SqMMX90mtrs-Bundles	5		5	
5	ELEC7714-Electrical-Copper Flat Cable-3core-Closter-2.5sqmm-Mtrs	30		30	
6	ELEC1811-Electrical-Copper Wire-Yellow color-Gloster-1SqMMX90mtrs-Bundles	3		3	
7	ELEC6880-Electrical-Copper Wire-Black Color-Gloster-1SqMMX90mtrs-Bundles	3		3	
8	HARD1324-Hardware-Wall plug --Fisher- 5MM-Pkts	1		1	
9	HARD4988-Hardware-Wall plug --Fisher-6MM-Pkts	1		1	
10	ELEC4680-Electrical-Insulation tapes---20nos-Boxes	1		1	
Remarks:	ABOVE ORDER FOR GREENS PERPOSE				
	Engineer	Project Manager		Purchase	
Prepared By:	Meenaskhi. N				
Approved By:					
Sign & Date:					

APPROVED BY
07 NOV 2022
SOHAM MODI
MANAGING DIRECTOR

93257