Form for closure of purchase order

PO no.:	91527	PO date:	2/09/22	Req. no.:	198035	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: Material not received & please cancelled 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: 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.				
2.				
3.				
4.				

Remarks by Accountants:

Prepared by: Shaik Hasha	Sign: Hasha	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: Material not 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

 02-09-2022 4:57:12 PM Original / Office Copy / Purchase Div.Copy

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	**Doc No**	91527	198035
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	02-09-2022	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	01-09-2022	
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	345200 - ELTU-Electrical - LED Tube Light-6500K-Wipro-D532065 - 1200mmX20W - Nos	40.00	216.00	0.00	18.00	10,195.20
					Total Order Value . . .	**10,195.20**

Rupees : Ten Thousand One Hundred Ninty Five and Paise Twenty 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
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.Above order for Ramky 4 th &5th floorelectrical work purpose site.
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.

Material not taken

Material not taken
Close PO &
raise new requisition
7/4/22

For *Mody Consultancy Services*

Authorised Signatory

Accepted the above Terms And Conditions

For *Summit Sales LLP*

Name : ____________ Name : ____________ Date : __/__/____

Contact - -

Requisition Form

Company Name	MCS	Date	01-09-2022				
Site & Phase	RAMKY SELENIUM - Delivl.	Time					
Flat/Block no							
Supplier	Reflections	Req. No.	198635				
Material required before date	Urgent	ID No	79364				
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date	
1	ELTU3452-Electrical-LED Tube Light-6500K-Wipro-D532065-1200MMX20W-Nos 91527	40		40			
2	ELLE6180-Electrical-False Ceiling Down Lighter-2700K-Wipro-D541227-12W-Nos	25	8	25			
3							
4							
5							
6							
7							
8							
9							
10							
Remarks:	Above Order for ramky 4th &5th floor electrical work purpose						
	Engineer	Project Manager		Purchase			
Prepared By:	meenakshi N						
Approved By:							
Sign & Date	01/09/22						

APPROVED BY
01 SEP 2022
SOHAM MODI
MANAGING DIRECTOR