

Form for closure of purchase order

PO no.: 97161	PO date: 15/2/23	Req. no.: 175580	Advice Scan ID
Barcoded PO available ☒ Y/ ☐ N	Invoice original available ☒ Y/ ☐ N	Copy available ☒ Y/ ☐ N	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: Cancel PO. material not received to 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:		Sign:	Date:
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	Cr. given to supplier
1.			
2.			
3.			
Remarks by Accountants:			
Prepared by: D. Lary		Sign:	Date: 25/4/23
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
1.			
2.			
3.			
Remarks: Material not received, so close this PO.			
Prepared by: Ravi		Sign:	Date: 25/4/23.
Advice by MD - action to be taken.			
☐ Get certified bill from supplier (not original).		☐ Prepare bill in SSLP 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
26 APR 2023
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

Original / Office Copy / Purchase Div.Copy

Page(s) 1 Of 1

14-04-2023 10:53:31

From Company : **Nilgiri Estates**
5-4-187/3 & 4, IIInd Floor, M.G.Road, Secunderabad - 500003.
G S T No. : 36AAHFN0766F1ZA

Supplier Details

Summit Sales LLP
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad

GSTIN 36ACQFS2044C1Z7

040-66335551

9618244433

Doc No 97161 175580

Doc Date 15-02-2023

Quote No Nil

Quote Date 13-02-2023

SupplyType Supply

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 711600 - TLWF-Tiles - Wall & Floor Tiles-Ceramic-Nitco-Country Almond - 300X300mm - sqm 23Boxes	25.00	410.49	0.00	18.00	12,109.46
2 6251 - Miscellaneous - Hamali Charges - NA - Sqm	25.00	8.07	0.00	18.00	238.07
Total Order Value . . .					12,347.52

Rupees : Twelve Thousand Three Hundred Fourty Seven and Paise Fifty Two Only.

Terms and Conditions :-

Specification / Brand All items shall be of Nitco & Ispira brand/company

Payment Terms After Delivery & Production of bill

Tax All taxes included in above price.

Delivery Date Next Day.

Delivery Location Nilgiri Estate
Sy.No.143/133/134/135/136, Rampally Village.
Phone. 9030931172

Penalty For Delay Nil

Transportation Cost Nil

Warranty Nil

Advance Paid Nil

Other Terms We reserve the right to reject items not conforming to quality and specifications.Above order for changing rooms work 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 delivery/DC can be sent by email.

Cancel.

For **Nilgiri Estates**

Authorised Signatory

Accepted the above Terms And Conditions

For **Summit Sales LLP**

Purchase Order

97161

08.02.23 3:15:07

From Company : **Nilgiri Estates**
 5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003.
 G S T No. : 36AAHFN0766F1ZA

Supplier Details

Summit Sales LLP
 5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad

GSTIN 36ACQFS2044C1Z7

040-66335551

9618244433

Doc No	97161	175580
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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 delivery/DC can be sent by email.

*Material not taken**P.T.O*For **Nilgiri Estates**

Authorised Signatory

Accepted the above Terms And Conditions

For **Summit Sales LLP**

Name : _____

Name : _____

Date : ____/____/____

Requisition Form						
Company Name:	NE	Date:	13.02.2023			
Site & Phase :	NE	Time:				
Unit No./Block No.						
Supplier:		Req. No.	175580			
Material required before date:	urgent	ID No.	84258			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	TILE5842-Tiles-Wall & Floor Tiles-Ceramic-Nitco Country Almond -300X300mm-Sqm	25	0	25		
Remarks:	Changing rooms purpose					
Prepared By:	Engineer ANIL.M	Project Manager				MD
Approved By:						
Sign & Date:						

9-1161

