Form for closure of purchase order

PO no.:	96775	PO date:	03/02/2023	Req. no.:	170766	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:		
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.		Date: 17/04/2023
Prepared by: MINISH	Sign:	

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: 8,797/-	Date of payment: 6/2/23

Details of part bill received:

Sl. No.	Bill no.	Bill date	Bill amount	Cr. given to supplier
1.	1073	13/2/23	11,635	yes
2.				
3.				
4.				

Remarks by Accountants:		Date: 14/4/23
Prepared by: D. Larp	Sign:	
Notes: 1. POs/WOs issued for turnkey works - may have been processed by E&D. Check before filling the above.		Date:
Prepared by:	Sign:	

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 recevd. so close this po.		Date: 27/4/23
Prepared by: Ravi	Sign:	

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.	□	Keep PO open. Material awaited
☑	Close PO		
□	Accounts to be reconciled with supplier. Get supplier's ledger.		
Remarks:	Sign:	Date:	
Approved by: Soham			

APPROVED BY
29 APR 2023
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

03-02-2023 14:00:27

96775
28.01.23 12:54:54

/ : **Summit Sales LLP**
5-4-187/3&4,II nd floor,MG Road, Secunderabad-500003.
G S T No. : 36ACQFS2044C1Z7

Details	**Doc No**	96775	170766
eas Hardware &Tools Centre	**Doc Date**	03-02-2023	
no.2, 62-D, Happy trade centre, S.D.Road, Secunderabad	**Quote No**	nil	
	Quote Date	28-01-2023	
GSTIN 36AAAFO5758M1ZR	**SupplyType**	Supply	

040-27800734 9989000633

Kind Attn : MD. Hussain

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	759000 - HARD-Hardware - SS Screws -Pan Head- - 6x25mm - Pkts *100No's per packet*	20.00	115.00	0.00	18.00	2,714.00
2	432700 - HARD-Hardware - SS Screws -Pan Head- - 6x32mm - Pkts *100No's per packet*	20.00	135.00	0.00	18.00	3,186.00
3	462400 - HARD-Hardware - SS Screws -Pan Head- - 6x50mm - Pkts *100No's per packet*	10.00	235.00	0.00	18.00	2,773.00
4	130700 - HARD-Hardware - SS Screws -CSK Head- - 6x32mm - Pkts *100No's per packet*	10.00	135.00	0.00	18.00	1,593.00
5	280200 - HARD-Hardware - SS Screws-Pan Head- - 8x32mm - Pkts *100No's per packet*	20.00	198.00	0.00	18.00	4,672.80
6	364700 - HARD-Hardware - SS Screws -Pan Head- - 8x38mm - Pkts *100No's per packet*	10.00	225.00	0.00	18.00	2,655.00
					Total Order Value . . .	**17,593.80**

Rupees : Seventeen Thousand Five Hundred Ninty Three and Paise Eighty Only.

PART DELIVERY DETAILS

S.no.	Bill no.	Bill Dt.	Amount
1.	1073	13/02/23	11,635/-
2.			
3.			
4.			

Bal- → 5,959/-

Terms and Conditions :-

Specification /	Hardware is 'OMNI ' Brand
Payment Terms	50% advance balanceafter delivery
Tax	Inclusive of all GST taxes
Delivery Date	with in 7 days.
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
Penality For Delay	Nil
Transportation	Extra.
Warranty	Nil
Advance Paid	Rs. 8,797/-, by RTGS/NEFT,
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for stock replenishing purpose.
Completion Date	Nil
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

Accepted the above Terms And Conditions
For ***Overseas Hardware &Tools Centre***

Date : __/__/____

For ***Summit Sales LLP***

03-02-2023 14:00:27

site. Original invoices must be sent to HO office or purchase ...

For **Summit Sales LLP**

Authorised Signatory

Name : 03/02/2023

Name : ____________________

Accepted the above Terms And Conditions

For ***Overseas Hardware &Tools Centre***

Date : __/__/____

Requisition Form

Company Name:	SSLLP		Date:	28.01.2023			
Site & Phase :	SHLLP		Time:	11:00:00			
Unit No./Block No.							
Supplier:			Req. No.	170766			
Material required before date:			ID No.	83865			
S No	Item		Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	HARD9632-Hardware-SS Screws -Pan Head--6x25mm-Pkts	759	20	0	20		
2	HARD1945-Hardware-SS Screws -Pan Head--6x32mm-Pkts	4327	20	0	20		
3	HARD3593-Hardware-SS Screws -Pan Head--6x50mm-Pkts	4624	10	6	10		
4	HARD4624-Hardware-SS Screws -CSK Head--6x32mm-Pkts	13070	10	1	10		
5	HARD7590-Hardware-SS Screws-Pan Head--8x32mm-Pkts	2802	20	0	20		
6	HARD1982-Hardware-SS Screws -Pan Head--8x38mm-Pkts	3647	10	2	10		
7							
8	overseas Hardware.						
9							
10							

PO 96775

Remarks: For Stock Replenishing purpose

	Engineer	Project Manager	Purchase	MD
Prepared By:	M.Asha jyothi			
Approved By:	Minish			
Sign & Date:				

APPROVED BY
30 JAN 2023
SOHAM MODI
MANAGING DIRECTOR