

Form for closure of purchase order

PO no.: 96219	PO date: 18/01/23	Req. no.: 170700	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:			
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: M. H. H.	Sign: [Signature]	Date: 17/04/2023	
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
1.			
2.			
3.			
4.			
Remarks by Accountants:			
Prepared by: [Signature]	Sign: [Signature]	Date: 14/4/23	
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: [Signature]	Date: 21/4/23	
Advice by MD - action to be taken.			
☐ Get certified bill from supplier (not original).		☐ Prepare bill in SLLP 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: 28 APR 2023	

Purchase Order

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18-01-2023 15:45:21



96219

10.01.23 4:03:10

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

Supplier Details

Maha Lakshmi Traders
12/142, Beside India Overseas Bank, Main Road, Alwal

GSTIN 36ACQFS2044C1Z7

9866920214

Doc No	96219	170700
Doc Date	18-01-2023	
Quote No	Nil	
Quote Date	12-01-2023	
SupplyType	Supply	

Kind Attn : Mr.Kailash Choudhary

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 301300 - SACP-Sanitary-CP - Concealed flush tank plate--Geberit - - - Nos	40.00	2,650.00	48.00	18.00	65,041.60
Material Not Received					
Rupees : Sixty Five Thousand Fourty One and Paise Sixty Only.					
Total Order Value . . .					65,041.60

Terms and Conditions :-

Specification / All items shall be of 'Geberit' brand, Alpha model.

Payment Terms After Delivery & Production of bill

Tax Inclusive of all taxes

Delivery Date Within 3 days

Delivery Location Summit Housing LLP
Cherlapally, Behind Kingston PG college, Hyderabad
Phone. 9618244433, Hamendra

Penalty For Delay Nil

Transportation Transport cost shall be borne by us.

Warranty 10 yrs on flush tank & 25 yrs guarantee on spare parts

Advance Paid Nil

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 site. Original invoices must be sent to HO office or purchase site office. Proof of delivery /DC can be sent by email.

For MDs APPROVAL

- ☐ High Value/quantity beyond limits.
☒ Po/Req. processed-post approval.
☐ Approval for technical details/clarification.
☐ Replenishing SLLP stock
☐ Other

Material Not Received

APPROVED BY

19 JAN 2023

SOHAM MODI
MANAGING DIRECTOR

For Summit Sales LLP

Authorised Signatory

Name :

19/01/2023

Name :

Accepted the above Terms And Conditions

For Maha Lakshmi Traders

Date : _/_/_

Requisition Form		Company Name:		SSLP		Date:		12.01.2023	
Site & Phase :		SHLLP		Time:		11:00:00			
Unit No./Block No.									
Supplier:				Req. No.		170700			
Material required before date:				ID No.		83456			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date			
1	SACP6660-Sanitary CP-Concealed flush tank plate--Gebrite--Nos	40	42	40					
2									
3									
4									
5									
6									
7									
8									
9									
10									
Remarks:		For Stock Replenishing purpose							
Engineer		Project Manager		Purchase		MD			
Prepared By:		M.Asha jyothish							
Approved By:		Minish							
Sign & Date:									

90206212

APPROVED BY
12 JAN 2023
SOHAM MODI
MANAGING DIRECTOR