

Form for closure of purchase order

PO no.: 93282	PO date: 27/10/2022	Req. no.: 100615	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.	
☐ Close PO – Balance material will be re-ordered by new requisition.		☒ Material not received.	
☒ 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: We did not received any material from this PO number			
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: Jeevana	Sign: [Signature]	Date: 15/4/2023	
Data required from accounts:			
☐ Checked with E&D for receipt of bills.			
☒ Bills not received against this PO.		☐ Part bill received against this PO.	
☐ Advance paid against this PO		☐ All bills received against this PO.	
Amount paid:		Date of payment:	
Details of part bill received:			
Sl. No.	Bill no.	Bill date	Bill amount
1.			
2.			
3.			
Remarks by Accountants: Bills not received against this PO			
Prepared by: J. Haripriya	Sign: J. Haripriya	Date: 23/04/23	
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
1.			
2.			
3.			
Remarks: Material not received to close this PO.			
Prepared by: Ravi	Sign: [Signature]	Date: 22/4/23	
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
20 APR 2023
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

Page(s) 1 Of 1

14-04-2023 15:17:10

Original : Office Copy / Purchase Div. Copy

From Company : **Aedis Developers LLP**
5-4-187/3&4, II Floor, M G Road, Secunderabad-500003
G S T No. : 36ABPFA0002Q1ZD

Supplier Details

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

Doc No	93282	100615
Doc Date	27-10-2022	
Quote No	nil	
Quote Date	21-10-2022	
SupplyType	Supply	

GSTIN 36ACQFS2044C1Z7

040-66335551

9618244433

Kind Attn : Hamendra, Prabhakar

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 338100 - PLCP-Plumbing - CP Wash Basin Waste Coupling --- Nos	2.00	289.00	0.00	18.00	682.04
2 257600 - SACP-Sanitary-CP - PVC Waste Pipe--- Nos	2.00	22.23	0.00	18.00	52.46
3 850800 - SACP-Sanitary-CP - Wall Hung WC Rack Bolts--Fisher --- Pair	4.00	317.00	0.00	18.00	1,496.24
4 161300 - SACP-Sanitary-CP - Wall Hung EWC with seat cover-White- --- Nos	3.00	2,970.33	0.00	18.00	10,514.97
5 533400 - SACP-Sanitary-CP - Wash Basin-White- --- Nos	2.00	795.76	0.00	18.00	1,877.99
Total Order Value . . .					14,623.70
Rupees : Fourteen Thousand Six Hundred Twenty Three and Paise Seventy Only.					

Terms and Conditions :-

Specification /	All items shall be of Cera brand ' Ocean model' Foam Flow.
Payment Terms	Within 01 days of delivery.
Tax	All taxes included in above price.
Delivery Date	Within 3 days
Delivery Location	Morning Glory Apartments Genomevalley, Hyderabad Phone. Madhu Site Engineer - 9502211499
Penalty For Delay	Nil
Transportation	Included by us !
Warranty	7 years warranty
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for plumbing work 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 **Aedis Developers LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Summit Sales LLP**

Purchase Order

Page(s) 1 Of 2

27-10-2022 3:18:33 PM



93282

18.10.22 2:23:37

From Company : **Aedis Developers LLP**
5-4-187/3&4, II Floor, M G Road, Secunderabad-500003
G S T No. : 36ABPFA0002Q1ZD

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	93282	100615
Doc Date	27-10-2022	
Quote No	nil	
Quote Date	21-10-2022	
SupplyType	Supply	

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Terms and Conditions :-

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Payment Terms Within 01 days of delivery.

Tax All taxes included in above price.

Delivery Date Within 3 days

Delivery Location Morning Glory Apartments
Genomevalley, Hyderabad

Phone. Madhu Site Engineer - 9502211499

Penalty For Delay Nil

Transportation Included by us !

Warranty 7 years warranty

Advance Paid Nil

Other Terms We reserve the right to reject items not conforming to quality and specifications. Above order for plumbing work purpose.

Completion Date Nil

Measurment Nil

Security Nil

For **Aedis Developers LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Summit Sales LLP**

Name : _____

Name : _____

Date : ____/____/____

Contact : -

Material Not Taken
Please raise new requisition
7/4/23

Purchase Order

Original / Office Copy / Purchase Div.Copy

Page(s) 2 Of 2

27-10-2022 3:18:33 PM

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 **Aedis Developers LLP**
Authorised Signatory

Name : _____
Contact : -


27/10/22

Name : _____

Accepted the above Terms And Conditions
For **Summit Sales LLP**

Date : __/__/__

Requisition Form							
Company Name:		AEDIS DEVELOPERS LLP		Date:	21-10-2022		
Site & Phase :		MGA		Time:	17:29		
Unit No./Block No.		FLAT NO 106&105					
Supplier:				Req. No.	100615		
Material required before date:				ID No.	80792		
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date	
1	PLCP3381-Plumbing-CP Wash Basin Waste Coupling ----Nos	2	0	2			
2	SACP2576-Sanitary-CP-PVC Waste Pipe----Nos	2	0	2			
3	SACP8508-Sanitary-CP-Wall Hung WC Rack Bolts--Fisher--Pairs	4	0	4			
4	SACP1613-Sanitary-CP-Wall Hung EWC with seat cover-White---Nos	3	0	3			
5	SACP5334-Sanitary-CP-Wash Basin-White---Nos	2	0	2			
6							
7							
8							
9							
10							
Remarks:		For plumbing work at MGA final fittings					
Engineer		Project Manager					
Prepared By:		Sarwar					
Approved By:		Sarwar					
Sign & Date:							

APPROVED
21 OCT 2022
P. VENKATESHWARLU
MANAGER PURCHASE