

Form for closure of purchase order

PO no.: 97660	PO date: 01/03/2023	Req. no.: 170920	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: Munish	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.	4507	2/3/23	2,11,282/-
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: As per receipt of material all bills received, so close this PO			
Prepared by: Ravi	Sign: [Signature]	Date: 27/4/23	
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
29 APR 2023
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

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01-03-2023 10:22:25

97660
16.02.23 5:15:18

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

Supplier Details

Navkar Electrical Enterprises
1141/B, Opp Arya Samaj Mandir ,Gujrati School Lane ,RP Road
Secunderabad-500003, Telangana

GSTIN 36BPCPB1957F1Z7

9652726688

Doc No	97660	170920
Doc Date	01-03-2023	
Quote No	Nil	
Quote Date	27-02-2023	
SupplyType	Supply	

Kind Attn : Mudit Bhansali

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	456000 - ELSW-Electrical - Al service wire -2 mm-South King - 90mtrs - Bundles	10.00	1,250.00	0.00	18.00	14,750.00
2	802400 - ELSW-Electrical - Al service wire -4 mm-South King - 90mtrs - Bundles	10.00	2,050.00	0.00	18.00	24,190.00
3	422000 - ELCD-Electrical - Conducting Pipe -PVC- - 25X1.5mm - Nos	800.00	191.46	58.00	18.00	75,910.06
4	359000 - ELCD-Electrical - Conducting Pipe -PVC- - 25X1.2mm - Nos	500.00	151.00	58.00	18.00	37,417.80
5	198000 - ELCD-Electrical - Conducting Bends -PVC- - 25X1.5mm - Nos	500.00	25.71	58.00	18.00	6,370.94
6	272500 - ELCD-Electrical - Junction box -PVC- - 25mm - Nos	600.00	59.02	58.00	18.00	17,550.19
7	468000 - ELCD-Electrical - Insulation tapes-- - 20nos - Boxes	1,000.00	8.50	0.00	18.00	10,030.00
8	898000 - ELCD-Electrical - Metal Box-- - 8Way - Nos	40.00	61.00	0.00	18.00	2,879.20
9	119700 - ELCD-Electrical - Metal Box-- - 2Way - Nos	100.00	25.00	0.00	18.00	2,950.00
10	564400 - ELCD-Electrical - Metal Box-- - 6Way - Nos	400.00	47.00	0.00	18.00	22,184.00
Total Order Value . . .						214,232.19

Rupees : Two Lakh(s) Fourteen Thousand Two Hundred Thirty Two and Paise Nineteen Only.

Terms and Conditions :-

Specification / All items shall be of sudhakar brand/company

Payment Terms After Delivery & Production of bill

Tax GST included in the above prices

Delivery Date With in 2 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.For **Summit Sales LLP**

Authorised Signatory

Name :

01/03/2023

Name :

APPROVED BY
01 MAR 2023
SOHAM MODI
MANAGING DIRECTOR

For MDs APPROVAL

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

Accepted the above Terms And Conditions

For **Navkar Electrical Enterprises**

Date : _/_/_

Purchase Order

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Original / Office Copy / Purchase Div.Copy

Warranty Nil

Advance Paid NIL

Other Terms We reserve the right to reject items not conforming to quality and specifications, above order is for stock replenishing purpose

Completion Date Nil

Measurment Nil

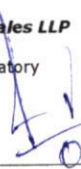
Security Nil

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 **Summit Sales LLP**

Authorised Signatory

Name :


01/03/2023

Accepted the above Terms And Conditions

For **Navkar Electrical Enterprises**

Name : _____

Date : __/__/__

Requisition Form

Company Name: SSLLP

Date: 27.02.2023

Site & Phase : SHLLP

Time: 11:00:00

Unit No./Block No.

Supplier:

Req. No. 170920

Material required before date:

ID No. 84728

S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	ELEC8024-Electrical-AI service wire -2 mm-South King-90mtrs-Bundles	10✓	16	10		
2	ELEC1392-Electrical-AI service wire -4 mm-South King-90mtrs-Bundles	10✓	2	10		
3	ELEC3082-Electrical-Conducting Pipe -PVC--25X1.5mm-Nos	800✓	230	800		
4	ELEC4220-Electrical-Conducting Pipe -PVC--25X1.2mm-Nos	500✓	489	500		
5	ELEC3590-Electrical-Conducting Bends -PVC--25X1.5mm-Nos	500✓	785	500		
6	ELEC6126-Electrical-Junction box -PVC--25mm-Nos	600✓	681	600		
7	ELEC4374-Electrical-Insulation tapes---20nos-Boxes	1000✓	173	1000		
8	ELEC2354-Electrical-Metal Box---8Way-Nos	40✓	147	40		
9	ELEC8980-Electrical-Metal Box---6Way-Nos	400✓	605	400		
10	ELEC6859-Electrical-Metal Box---2Way-Nos	100✓	81	100		

Remarks: For Stock Replenishing purpose

Engineer

Project Manager

Purchase

MD

Prepared By: M.Asha jyothis

Approved By: Minish

Sign & Date:

APPROVED BY

27 FEB 2023

SOHAM MODI
MANAGING DIRECTOR