

Form for closure of purchase order

PO no.: <u>92138</u>	PO date: <u>20/09/22</u>	Req. no.: <u>193694</u>	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: <u>material not received close this po.</u>			
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: <u>Basaveshwari</u>	Sign: <u>[Signature]</u>	Date: <u>10/03/23</u>	
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.			
Remarks by Accountants:			
Prepared by: <u>Rajyalakshmi</u>	Sign: <u>[Signature]</u>	Date: <u>14/03/23</u>	
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: <u>cancel this P.O.</u>			
Prepared by: Ravi		Sign: <u>[Signature]</u>	Date: <u>15/03/23</u>
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
16 MAR 2023
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

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21-09-2022 10:45:04 AM



92138

16.09.22 3:01:06

From Company : **Modi Reality Mallapur LLP**
5-4-187/3&3, II nd floor, Soham Mansion, MG Road, Secunderabad
G S T No. : 36AAEFM1459R1ZP

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	92138	193694
Doc Date	20-09-2022	
Quote No	NIL	
Quote Date	19-09-2022	
SupplyType	Supply And Installation	

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 365500 - BUIL-Building Material - Tan Brown Granite-- - 975WX2850LX19MM - Sft	500.00	59.80	0.00	18.00	35,282.00
Total Order Value . . .					35,282.00

Rupees : Thirty Five Thousand Two Hundred Eighty Two Only.

Terms and Conditions :-

Specification /	All items shall be of 19mm thickness slabs. The above rates only for material supply.
Payment Terms	After delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Next day
Delivery Location	Gulmohar Residency Survey No 19, Mallapur, Hyderabad. NExt to NFC Railway Over Bridge Phone. Contact: Security _____, Admin 9502211011
Penalty For Delay	Bills must be submitted to H.O. within 30days of completion of work. 10% pty on value of order will be deducted for delay in submission of bills.
Transportation	Included in above price.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for Granite fixing work Purpose
Completion Date	Nil
Measurment	Payment will be made as per measurement of laid and fixed material. Wastage at suppliers cost.
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 **Modi Reality Mallapur LLP**

Authorised Signatory

Name : _____

Accepted the above Terms And Conditions

For **Summit Sales LLP**

Date : __/__/__

Acquisition Form

Company Name: MRMLLP

& Phase : GMR

Block no. D-block flat no.601 to 604.

Supplier:

Material required Urgent

Material required date:

Item

BUIL 3655-Building Material-Tan Brown Granite---975WYX2850LX19MM-Sft

02128

Remarks: internal granite fixing work purpose

Engineer

By: Rahul T

By:

Date:

Date: 19.08.2022

Time:

Req. No.

193694

ID No.

79808

Qty required

500

Qty available at site

0

Order Qty

500

Inward No

Inward Date

Project Manager

Rahul T

19 Aug 2022

Purchase

MD

