Form for closure of purchase order

Data required from site/engineers:				
PO no.:	84018		PO date:	29/12/21
Req. no.:	165550.		Req. date:	23/12/21
Material received		☑ Part ☐ Full	MRN nos.:	102621.
If material partially delivered then can balance material be ordered by new requisition/PO		☐ No further material required and PO can be closed. ☑ No material cannot be ordered by new PO. ☐ PO can be closed and balance material can be ordered by new requisition.	Can PO be closed?	☐ Yes ☑ No
Remarks by engineer:				

Notes: 1. Provide details of material received by way of separate attachment. 2. Provide hardcopy of DCs/proof of delivery. 3. Provide copies of invoices if available. 4. This entire set to be sent by way of hard copy to Ashaiya.

Prepared by	Sign	Date	Project manager	Sign	Date
Zakir	Zakir.	04/03/22	Zakir	Zakir	04/03/22

Data required from accounts:	
Are any bills received wrt to this PO.	☐ Yes for full PO ☐ Yes for part of PO ☐ No.
Scan ID nos. of advice for credit to supplier	
Remarks by Accountants:	

Notes: 1. Accountants to attach hard copy of purchase voucher.

Prepared by	Sign	Date	Accounts manager (approval required for PO more than 10k)	Sign	Date

Action taken by purchase:	
Status of PO	☐ PO closed and email sent to supplier. ☐ PO open material awaited.
Status of proof of delivery:	☐ Proof of delivery received. ☐ Proof of delivery not available with site or purchase.
Original barcoded PO available	☐ Yes ☐ No – certified copy received from accounts.
Original bill available	☐ Yes ☐ No – certified copy obtained from supplier.
Supplier's ledger available	☐ Yes ☐ No
Advice for credit to supplier	☐ Prepared for entire PO ☐ Part of PO and PO closed. ☐ Prepared for part of PO and balance material awaited.
Remarks by purchase:	

Prepared by	Sign	Date	Purchase manager	Sign	Date

Notes: 1. Purchase to attach hard copies of 'advice for credit to supplier'. 2. In case advice for payment to supplier cannot be prepared (material not delivered or other reasons) attach this note to original PO, original requisition, original bill and proof of delivery and send to MD.

Purchase Order

 04-03-2022 10:45:58 Original / Office Copy / Purchase Div.Copy

From Company :	**Modi Realty (Miryalguda) LLP** 5-4-187/3&4,II nd Floor, M.G.Road, Secunderabad-500 003. G S T No. : 36ABCFM6774G2ZZ

Supplier Details			
Summit Sales LLP	**Doc No**	84018	165550
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	29-12-2021	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	23-12-2021	
040-66335551 9618244433	**SupplyType**	Supply	

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	2425 - Carpentry - windows - Alu Fixed Windows - 4 ft X 4 ft - sft *47.50" x 47.50" - 11 nos*	176.00	236.25	0.00	18.00	49,064.40
2	6188 - Miscellaneous - Hamali charges - NA - Per Sft	176.00	7.00	0.00	18.00	1,453.76
					Total Order Value . . .	**50,518.16**

Rupees : Fifty Thousand Five Hundred Eighteen and Paise Sixteen Only.

Terms and Conditions :-

Specification / Brand	Aluminium Sections shall be of 'Agarvanshi' brand
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Within 7 working days.
Delivery Location	AVR Gulmohar Homes Sy no-786, Miryalguda, Nalgonda Dist. Phone. 9550139944
Penality For Delay	Bills must be submitted to H.O. within 30days of completion of work. 10% plty on value of order will be deducted for delay in submission of bills.
Transportation Cost	Included in the above price.

For *Modi Realty (Miryalguda) LLP*

Authorised Signatory

Accepted the above Terms And Conditions

For *Summit Sales LLP*

Name : ____________ Name : ____________ Date : __/__/____

Contact - -

Purchase Order

 04-03-2022 10:45:58 Original / Office Copy / Purchase Div.Copy

Warranty	1 year on workmanship.
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for V.no. 38,39,44,51,52,53,73,18,68,81 & 82.
Completion Date	Work shall be completed within 10 days from the date of the work order.
Measurment	Payment will be made as per measurement of laid and fixed material. Wastage at suppliers cost.
Security	Supplier shall be responsible for security and storage of material at site at its risk and cost.
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 Realty (Miryalguda) LLP***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ______________________________ Name : ______________________________ Date : __/__/____

Contact - -

DELIVERY CHALLAN

Summit Sales LLP

#5-4-187/3 & 4, II Floor, Soham Mansion, M.G Road, Secunderabad - 500003

Email: purchase@modiproperties.com

GSTIN/UNI: 36ACQFS2044C1Z7

Supplier / Customer / Transporter - Copy

Customer Details		
Modi Reality (Miryalguda) LLP SY NO. 786, AVR Gulmohar Homes, Miryalguda, Nalgonda District, Telangana-508207 GSTIN : 36ABCFM6774G2ZZ	DC No.	18554
	DC Date.	22-01-2022
	PO No.	84018
	PO Date.	29-12-2021
	Req ID	72305
	Req Date	23-12-2021
	Loc Req No	165550

	Description of Goods	HSN/SAC	Qty
1	2425 - Carpentry - windows - Alu Fixed Windows - 4 ft X 4 ft - sft		96
2	6188 - Miscellaneous - Hamali charges - NA - Per Sft		96
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INWARD
Inward No: 1538 Dt: 25/01/22
MRN No: 10262 Dt: 24/01/22
Received By: Security Sign
Modi Reality (Miryalguda) LLP

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction