

Form for closure of purchase order

can

Data required from site/engineers:

PO no.: 83980 Canceled the PO PO date: 28/12/21

Req. no.: 140970 Req. date: 22/12/21

Material received ☐ Part ☐ Full - NIL MRN nos.: -

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 + PO. 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
A. Sreha	Sreha	4/3/22	A. Suresh	[Signature]	4/3/22

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: Bill not Received

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
S. N. [Signature]	[Signature]	04-03-2022			

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: Purchase order cancelled by site

Prepared by	Sign	Date	Purchase manager	Sign	Date
Kaniltha				nnn	

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.

PO-513

CANCELLED

Purchase Order

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28-12-2021 12:48:40 PM

Original



5:35:32

From Company : **Mehta & Modi Realty Kowkur LLP**
5-4-187/3&4, II nd floor, MG Road, Soham Mansion, Secunderabad-500003
G S T No. : 36ABLFM7631F1Z3

Supplier Details

Sri Balaji Enterprises
H,no.14-1-418, Near ROCKET Ground, New Aghapura Hyderabad-500001

Doc No 83980 140970

Doc Date 28-12-2021

Quote No NIL

Quote Date 22-12-2021

SupplyType Supply

GSTIN 36AEIPJ0494H1ZF

9030605690

Kind Attn : Mr.Seetaram Joshi

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 2156 - Carpentry - hardware - S.S. Screws - other - pkts 75 x 6mm	2.00	250.00	0.00	18.00	590.00
2 2156 - Carpentry - hardware - S.S. Screws - other - pkts 20 x 6mm	2.00	110.00	0.00	18.00	259.60
Total Order Value . . .					849.60

Rupees : Eight Hundred Fourty Nine and Paise Sixty Only.

Terms and Conditions :-

Specification / As per details given in the quotation, each packet contains 100 nos

Payment Terms After Delivery & Production of bill

Tax Inclusive of all taxes

Delivery Date Next Day.

Delivery Location Greenwood Heights
Sy no: 196, Kowkur.
Phone. 040-66335551

Penalty For Delay Nil

Transportation Transport cost shall be borne by us.

Warranty Nil

Advance Paid Nil

Other Terms We reserve the right to reject items not conforming to quality and specifications. Above order for Ght site flat no- 313, 512 and 411 anf 412 electrical connection 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 invoice must be sent to HO office or purchase site office. Proof of delivery/DC can be sent by email

CANCELLED

PO -
5/3

For **Mehta & Modi Realty Kowkur LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Sri Balaji Enterprises**

Name :

Name :

Date : / /