

Form for closure of purchase order

Data required from site/engineers: Cancelled the PO Material Not Received					
PO no.:	83550			PO date:	11/12/21
Req. no.:	140928			Req. date:	4/12/21
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
K. Sneha	Sneha	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. Suresh	[Signature]	04-03-22			
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: Cancelled the PO by site					
Prepared by	Sign	Date	Purchase manager	Sign	Date
Kavitha				nmn	
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.					

CANCELLED

Purchase Order



83550

09.12.21 3:17:43

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11-Dec-21 2:32:31 PM

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

GSTIN 36AEIPJ0494H1ZF

9030605690

Doc No 83550 140928

Doc Date 11-12-2021

Quote No Nil

Quote Date 11-12-2021

SupplyType Supply

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 100X4.5MM	3.00	600.00	0.00	18.00	2,124.00
Total Order Value . . .					2,124.00

Rupees : Two Thousand One Hundred Twenty Four Only.

Terms and Conditions :-

Specification / Brand As per details given in the quotation.

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 Cost 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 A 214-217 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 the PO***CANCELLED***PO -**2
513.*For **Mehta & Modi Realty Kowkur LLP**

Authorised Signatory

Name : _____

Accepted the above Terms And Conditions

For **Sri Balaji Enterprises**

Name : _____

Date : ____/____/____