Form for closure of purchase order

Data required from site/engineers:							
PO no.:		PO date:		Req. no.:		Advice Scan ID	
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 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

Data required from accounts:

☐	Checked with E&D for receipt of bills.		
☐	Bills not received against this PO.		
☐	Part bill received against this PO.	Bill nos.	
☑	All bills received against this PO.		
☐	Advance paid against this PO.	Amount paid	

Remarks by Accountants:

Notes: 1. Pos issued for false ceiling and such works may have been processed by E&D. Check before filling the above.

Prepared by	Sign	Date	Accounts manager (approval required for PO more than 10k)	Sign	Date
Rajyalaxmi		25/4/22			

Advice by MD - action to be taken by purchase:

☐	Get certified bill from supplier (not original).		
☐	Prepare bill in SSLLP for material supplied.		
☐	Get proof of delivery from site.		
☐	Barcoded PO missing – get certified copy from Accounts.		
☐	Thereafter, prepare advice to credit to supplier and send to HO for processing.		
☑	Close PO	☐	Keep PO open. Material awaited
☐	Send barcoded PO to MDs desk. PO to be closed thereafter.		
☐	Accounts to be reconciled with supplier. Suppliers ledger required from 1.4.2021.		
☐	Accounts to be reconciled with supplier. Suppliers ledger required from 1.4.2020.		
☐	RMC supplier – suppliers ledger required from 1.4.2020. Process bill after thoroughly checking both the ledgers and all pour reports. Pour reports from day one to be thoroughly checked with Pos/Bills. Thereafter, prepare advice to credit to supplier and send to HO for processing. Close all open POs.		
☐	E&D to check receipt of bill and enter comments below.		
☐	Details of material supplied and balance material to be supplied is required.		

Remarks:

Prepared by	Sign	Date

APPROVED BY
28 APR 2022
SOHAM MODI
MANAGING DIRECTOR

(8)

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	8/04/22	Prepared by	Vanajathi	Serial no.	2912
Supplier name	Sri Arihant Steels			HO inward no.	
Firm/Company	MPM LLP	Project	GMR	HO received date	
PO/WO date	29/3/22	PO/WO No.	86856	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	1448/21-22	30/03/22	19,805/-	□ Yes □ No
2.				□ Yes □ No
3.			/	□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	13,230
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 105695 — Proof of delivery matches MRN	☑ Yes □ No
Amount B – Other Credits : Transportation charges loading & other Frieght	4194/-
Amount C – Other Debits :	-
Amount D (D=A+B-C) – Amount to be credited to the supplier:	19,805/-
Amount E – PO / WO value:	14,571/-
Amount F – Difference (A – E):	5,234/-
Quantity received as per PO /WO	☑ Yes □ Excess received □ Short received □ Part received
Close PO / WO	☑ Yes □ No – wait for balance material □ Other
Payment – due date	11/04/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Vanajathi				
Sign:	(signature)				
Date	8/04/22				
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

Notes: 1. In case amount to be credited to supplier and the bills total does not match, accountants to prepare JV for debit or credit. 2. This set should only have 5 documents i.e., advice to credit to supplier, original bill, proof of delivery, original purchase order with barcode, original requisition. 3. Do not attach additional documents like weighment slips, RMC batch reports, duplicate documents, Eway bills, test reports, etc. 4. In Amount A, exclude transport, Hamali charges, etc., and instead include in Amount B. 5. This report must reach HO within one working day of approval by purchase officer/purchase manager.

bill received
Riyaz...
20/4/2

Tax Invoice

(ORIGINAL FOR RECIPIENT)

Sri Arihant Steels
17, 1st Floor, H.M. Ishaque Estate
M.G Road, Secunderabad.
GSTIN/UIN: 36ADZPG3609B1ZK
State Name : Telangana, Code : 36
E-Mail : sriarihantsteels@gmail.com

Invoice No. **1448/21-22**	Dated **30-Mar-22**
Delivery Note **1448**	Mode/Terms of Payment
Reference No. & Date.	Other References
Buyer's Order No. **86856/193000**	Dated **29-Mar-22**
Dispatch Doc No.	Delivery Note Date **30-Mar-22**
Dispatched through **By Road**	Destination
Bill of Lading/LR-RR No.	Motor Vehicle No. **AP 28 TA 9233**
Terms of Delivery	

Consignee (Ship to)
Modi Reality Mallapur LLP
Gulmohar Residency ,
NFC Railway,Over Bridge,Mallapur
GSTIN/UIN : 36AAEFM1459R1ZP
State Name : Telangana, Code : 36

Buyer (Bill to)
Modi Reality Mallapur LLP
5-4-187/3 & 3 , II Floor,Soham Mansion
M.G.Road, Secunderabad
GSTIN/UIN : 36AAEFM1459R1ZP
State Name Telangana, Code : 36

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Amount
1	**Angle 72163100**	72163100	**0.180 TN**	73,500.00	TN	**13,230.00**
	Loading & Other Exps					**54.00**
	Freight A/c					**3,500.00**
	CGST @ 9%			9	%	**1,510.56**
	SGST @ 9%			9	%	**1,510.56**
	Less *Round Off*					**(-)0.12**
	Total		**0.180 TN**			**₹ 19,805.00**

SUMMIT SALES LLP R.R. DIST. INWARD No: 93362 Date: 13/4 Sign:

Amount Chargeable (in words) E. & O.E

INR Nineteen Thousand Eight Hundred Five Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
72163100	16,784.00	9%	1,510.56	9%	1,510.56	3,021.12
Total	**16,784.00**		**1,510.56**		**1,510.56**	**3,021.12**

Tax Amount (in words) : **INR Three Thousand Twenty One and Twelve paise Only**

Declaration
1.We declare that this invoice shows the actual price of the goods described & that all particulars are true & correct.
2.Discrepancy in quality or quantity should be intimated at the time of delivery only or 72 hrs else deemed that material is specified as per Purchase order.
3.After Due date Credit charges will be charged @ 24 % PA.,Or 40/- Rs PMT, till the date of receipt,which ever is higher.
4. MSME UDYAM : UDYAM-TS-02-0006685

Company's Bank Details
Bank Name : **DBS Bank India Ltd A/c No : - 856200069474**
A/c No. : **856200069474**
Branch & IFS Code : **Mumabi & DBSS0IN0811**

for Sri Arihant Steels

Authorised Signatory

This is a Computer Generated Invoice

Purchase Order

 29-03-2022 15:42:29

86856
16.03.22 2:13:36

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

Sri Arihant Steels

Shop No,17, 1 st floor, F.F.H.M. Ishaque Estates, M.G Road, Secunderabad-500003

GSTIN 36ADZPG3609B1ZK

66382042/27816848 9246825558

Doc No	86856	193000
Doc Date	29-03-2022	
Quote No	Nil	
Quote Date	29-03-2022	
SupplyType	Supply	

Kind Attn : Mr. Yogesh Gupta

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	8018 - Steel - other - MS L angle - 1 1/2 In x6mm - kgs *40mm - 08 lengths*	168.00	73.50	0.00	18.00	14,570.64
					Total Order Value . . .	**14,570.64**

Rupees : Fourteen Thousand Five Hundred Seventy and Paise Sixty Four Only.

Terms and Conditions :-

Specification / Brand	Item shall be of approx. 21kgs per 20' length. weighment slip must be attach.
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
Penality For Delay	Nil
Transportation Cost	Extra.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for Transformer to A & B block power connection cabling work and electrical panel rooms work 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 *Modi Reality Mallapur LLP*

Authorised Signatory

Name : 29/03/2022

Accepted the above Terms And Conditions

For *Sri Arihant Steels*

Name : ______________

Date : __/__/____

Subject to Secunderabad Jurisdiction

SRI ARIHANT STEELS

Iron & Steel, Hardware & Project Suppliers

17, F.F., H.M. Ishaque Estate, M.G. Road, Secunderabad - 500 003

Office : 040-48512299, E-mail : sriarihantsteels@gmail.com

GSTIN : 36ADZPG3609B1ZK

No. 1448 DELIVER CHALLAN / TAX INVOICE Date 30.03.22

Quotation No. Verbal	P.O. No. 86856 / 19300C
Quotation Date 29.03.22	P.O. Date 29.03.22
Vehicle No. : AP 28 TA 9233	Way Bill No. NA
Details of Receiver (Billed to) Modi Reality Mallapur LLP 5-4-187/3&4, IInd Floor, Soham mansion, MG Road, Secunderabad GSTIN: 36AAEFM1459R1ZP	**Details of Consignee (Shipped to)** Gulmohar Residency Survey No 19, Next to NFC Railway over bridge, Mallapur, Hyderabad 9502811011

S.No.	DESCRIPTION	HSN/SAC	Quantity	Units	Rate	Amount
1)	MS Angle 40x40x6mm 8nos	72163100	0.180	MTS	73500	13230
					loading	54
					Freight	3500
						16784 0
					CGST 9%	1510 56
					SGST 9%	1510 56
					Round off	-0 12
						19805 0

INWARD
MODI REALTY MALLAPUR LLP
No. 8016 Dt. 30/3/22
No. 10669 Dt. 4/4/22
31/03/22
Sign.

Terms Conditions

We declare that this invoice shows the actual price of the goods described & that all particulars are true & correct. Discrepancy in quality or quantity should be intimated at the time of delivery only or 72 hrs else deemed that material is specified as per Purchase order. After Due date Credit charges will be charged @24% PA., or 40/- Rs. PMT till the date of receipt which ever is higher

UDYAM : UDYAM-TS-02-0006885

SUMMIT SALES LLP R.R. DIST. INWARD No: 79021 Date: 7/4 Sign:

For SRI ARIHANT STEELS

Authorised Signatory