Form for closure of purchase order

Data required from site/engineers:							
PO no.:	8737	PO date:	7/4/22	Req. no.:	193033	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: Total material delivered. close the po.

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. Tanale	AT	20/4/22	M. Ramprasad		20/4/22

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
Roy		21/4			

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
25 APR 2022
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

Advance Paid	Nil
Other Terms	Payment will be made only after inspection of material.Above material for Manhole to septic tank at C-Block work purpose.
Completion Date	NA
Measurment	Nil
Security	Nil
Remarks	Delivery at GMR Mallapur Contact Person Mr Ramprasad-8309938133.

For ***Modi Reality Mallapur LLP***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Dilpreet Tubes Pvt Ltd***

Name : _____ Name : _____ Date : __/__/____

IRN : 1e3a219c876fd3ffd0c585326c97d15e19e75da56d0f-5a3b05a834acfc4e4318
Ack No. : 112212883998220
Ack Date : 12-Apr-22

M/S DILPREET TUBES PVT. LTD
PLOT NO 8, I.D.A. NACHARAM
HYDERABAD 500 076
GSTIN/UIN: 36AABCD6242R1Z8
State Name : Telangana, Code : 36
CIN: U27109TG2002PTC039529

Invoice No.	e-Way Bill No.	Dated
29	151460650525	12-Apr-22
Delivery Note		Mode/Terms of Payment
===		
Reference No. & Date.		Other References
Buyer's Order No.		Dated
87137		7-Apr-22
Dispatch Doc No.		Delivery Note Date
		12-Apr-22
Dispatched through		Destination
Bill of Lading/LR-RR No.		Motor Vehicle No.
		TS08UE2617
Terms of Delivery		

Consignee (Ship to)
MODI REALITY MALLAPUR LLP
5-4-187/3 & 4 , II ND FLOOR,SOHAM MANSION,
MG ROAD,SECUNDERABAD-500003.
SITE: SURVEY NO. 19, MALLAPUR, HYDERABAD-500076.
GSTIN/UIN : 36AAEFM1459R1ZP
State Name : Telangana, Code : 36

Buyer (Bill to)
MODI REALITY MALLAPUR LLP
5-4-187/3 & 4 , II ND FLOOR,SOHAM MANSION,
MG ROAD,SECUNDERABAD-500003.
SITE: SURVEY NO. 19, MALLAPUR, HYDERABAD-500076.
GSTIN/UIN : 36AAEFM1459R1ZP
State Name : Telangana, Code : 36

Sl No.	Marks & Nos./ Container No.	Description of Goods and Services	HSN/SAC	GST Rate	Part No.	Quantity	Rate	per	Amount
1	LOOSE	**STEEL TUBES - 730630**	730630	18 %		0.530 M\T	90,000.00	M\T	47,700.00
		FREIGHT Collection / Loading Charges	9965	18 %					2,500.00
		CGST Output @ 9%							4,518.00
		SGST Output @ 9%							4,518.00
		Total				0.530 M\T			₹ 59,236.00

MODI REALITY MALLAPUR LLP
Ward No 8-118 Dt 12/4/22
MRN No 106080 Dt 14/4/22
Received By... Sign.....

E. & O.E

Amount Chargeable (in words)
Indian Rupees Fifty Nine Thousand Two Hundred Thirty Six Only

HSN/SAC	Taxable Value	Central Tax		State Tax		Total Tax Amount
		Rate	Amount	Rate	Amount	
730630	47,700.00	9%	4,293.00	9%	4,293.00	8,586.00
9965	2,500.00	9%	225.00	9%	225.00	450.00
Total	50,200.00		4,518.00		4,518.00	9,036.00

Tax Amount (in words) : **Indian Rupees Nine Thousand Thirty Six Only**

Company's Bank Details
Bank Name : AXIS BANK LTD .
A/c No. : 917030062563088
Branch & IFS Code: CORPORATE BANKING BRANCH-HYDERABAD & UTIB0001634

Company's PAN : AABCD6242R

Declaration
We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

for M/S DILPREET TUBES PVT. LTD

Authorised Signatory

This is a Computer Generated Invoice