Form for closure of purchase order

Data required from site/engineers:							
PO no.:	84762	PO date:	24/1/22	Req. no.:	192700	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. Tarate	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
Kaiyalchill		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

 20-04-2022 17:05:44 Original / Office Copy / Purchase Div.Copy

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			
Dilpreet Tubes	**Doc No**	84762	192700
Plot #8, IDA Nacharam, Hyderabad-76.	**Doc Date**	24-01-2022	
	Quote No	Nil	
GSTIN 36AABCD6242R1Z8 23225792/27170988	**Quote Date**	21-01-2022	
65226846,kunalbatsh88@gmail.com 9949170500	**SupplyType**	Supply	

Kind Attn : Rahul Mehta/Mr.Kunal.kunalbatsh88@gmail.com

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	8086 - Steel - other - MS sections - other - kgs *ISMB - 100mm x 200mm - 7'5" length - 02 nos*	95.00	61.00	0.00	18.00	6,838.10
					Total Order Value . . .	**6,838.10**

Rupees : Six Thousand Eight Hundred Thirty Eight and Paise Ten Only.

Terms and Conditions :-

Specification /	Item shall be of 47.50kgs approx. weight per each 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	Extra .
Warranty	Nil

For *Modi Reality Mallapur LLP*
Authorised Signatory

Accepted the above Terms And Conditions
For *Dilpreet Tubes*

Name : ______________________ Name : ______________________ Date : __/__/____

Purchase Order

Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for A block service lift and B block passenger lift 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

Accepted the above Terms And Conditions

For *Dilpreet Tubes*

Name : ______________________ Name : ______________________ Date : __/__/____

Subject to Hyderabad Jurisdiction Only.

TAX INVOICE

(ORIGINAL FOR RECIPIENT)

DILPREET TUBES PVT. LTD.

Regd. Office & Factory: Plot # 8, Road # 5, IDA Nacharam, Hyderabad - 500 076.
Telephone: 040-27177358, Fax: 040-27170988
E-Mail: dilpreet_tubes@rediffmail.com, harimehta15@gmail.com

ISO 9001:2015

CIN : U27109TG2002PTC039529	Invoice No. DI/86
GSTIN : 36AABCD6242R1Z8	Invoice Date : 12-Feb-2022
PAN : AABCD6242R	E-Way Bill No. :
State Name: TELANGANA., Code: 36	

Name and Address of Buyer	Order No.: 84762 Date: 24-1-2022
MODI REALITY MALLAPUR LLP	L R No. : Date:
5-4-187/3 & 4 , II ND FLOOR,SOHAM MANSION, MG ROAD,SECUNDERABAD-500003.	Vehicle No.: TS 10 UB 3122
SITE: SURVEY NO. 19, MALLAPUR, HYDERABAD-500076.	Delivery At:
GSTIN : 36AAEFM1459R1ZP	
State Name: Telangana State Code: 36	

Sl No.	Description of Goods	HSN Code	Packages Bundles	Total Qty in M. T.	Assess. Val per M. T.	Assessable Value
1	MS ANGLE SHAPES & SACTIONS	72162100	LOOSE	0.110 M\T	66,000.00	7,260.00
						7,260.00
	FREIGHT Collection / Loading Charges					
	CGST Output @ 9%					653.00
	SGST Output @ 9%					653.00
	TCS					
						8,566.00

INWARD
MODI REALTY MALLAPUR LLP
Ward No 2590 Dt. 12/2/22
MRN No 103688 Dt. 12/2/22
Received By Sign

Total Invoice Value in Words E & O E

Indian Rupees Eight Thousand Five Hundred Sixty Six Only.

Narration:

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
72162100	7,260.00	9%	653.00	9%	653.00	1,306.00
Total	7,260.00		653.00		653.00	1,306.00

Tax Amount (in words) : **Indian Rupees One Thousand Three Hundred Six Only**

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

Our Bank Details

Bank Name : Axis Bank Ltd.
Bank A/c No. : 917030062563088
Bank Branch : Corprate Banking Hyderabad. IFSCode:UTIB0001634

For Dilpreet Tubes Pvt. Ltd.

Receiver's Signature

Prepared By

Autheurised Signatory