

Form for closure of purchase order

PO no.: 72512	PO date: 27/4/2020	Req. no.: 156198	Advice Scan ID
Barcoded PO available ☒ Y/ ☐ N	Invoice original available ☒ Y/ ☐ N	Copy available ☐ Y/ ☐ N	POD available ☒ Y/ ☐ N
Data required from site/engineers:			
MRN nos. related to PO 85805			
☐ 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: We don't have old DC copies.			
Notes: 1. Provide details of material received by way of separate attachment. 2. Provide scanned copy of DCs/proof of delivery + PO. 3. Provide copies of invoices if available. 4. This entire set to be scanned and sent to Ravi.			
Prepared by: K. Tulasi Rami	Sign: (T)	Date: 3/8/23	
Data required from accounts:			
☐ Checked with E&D for receipt of bills.			
☐ Bills not received against this PO.		☐ Part bill received against this PO.	
☒ All bills received against this PO.			
☐ Advance paid against this PO		Amount paid:	
Date of payment:			
Details of part bill received:			
Sl. No.	Bill no.	Bill date	Bill amount
1.	0295	28/01/20	3009/-
2.			
3.			
Remarks by Accountants:			
Prepared by: P. Ramesh	Sign: (P)	Date: 13/8/23	
Notes: 1. POs/WOs issued for turnkey works - may have been processed by E&D. Check before filling the above.			
Prepared by:	Sign:	Date:	
Remarks by Ravi + details of bills to be approved:			
Sl. No.	Bill no.	Bill date	Bill amount
1.			
2.			
3.			
Remarks: Certified bill copy required.			
Prepared by: Ravi	Sign: (R)	Date: 15/07/23	
Advice by MD - action to be taken.			
☐ Get certified bill from supplier (not original).		☐ Prepare bill in SSLP for material supplied.	
☐ Thereafter, prepare advice for credit to supplier and send to Soham for processing.			
☒ Close PO		☐ Keep PO open. Material awaited	
☐ Accounts to be reconciled with supplier. Get supplier's ledger.			
Remarks:			
Approved by: Soham	Sign:	Date: (S)	

APPROVED BY
16 MAR 2023
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

Page(s) 1 Of 1

03-03-2023 13:08:57

Original / Office Copy / Purchase Div.Copy

From Company : **Silver Oak Villas LLP**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36ADBFS3288A2Z7

Supplier Details

Elegant Enterprises
5-4-187/7/3, Karbala Maidan, M.G.Road, Secunderabad-500003.

GSTIN 36AJBPK0412E1ZY

66385358

9985113450/9885073880

Doc No 72512 156198**Doc Date** 27-11-2020**Quote No** Nil**Quote Date** 27-11-2020**SupplyType** Supply**Kind Attn : Mr.Gaurang Kadakia/Mahesh Kadakia**

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 4695 - Electrical - wires - Copper flat wire - 3core - mtrs 2.5 sq mm	50.00	51.00	0.00	18.00	3,009.00
Total Order Value . . .					3,009.00
Rupees : Three Thousand Nine Only.					

Terms and Conditions :-**Specification / Brand** All items shall be of SouthKing brand**Payment Terms** After Delivery & Production of bill**Tax** Inclusive of all taxes**Delivery Date** Next Day.

Delivery Location Silver Oak Villas Phase - IX
Sy. No. 291, Cherlapally, Hyderabad, next to Govt. of india mint
Phone. Contact: Security 65908777, 9502288244 Sanjay

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. Payment as per actual receipt of material. Above order for submersible pump fixing purpose**Completion Date** Nil**Measurment** Nil**Security** Nil**Remarks**For **Silver Oak Villas LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Elegant Enterprises**

Name : _____

Name : _____

Date : __/__/__

Material Receipts Form

PO Doc No **72512**

New DC Edit Save Close

MRN Doc ID **85805** MRN Date **30-11-2020**

DC No **0295** DC Date **28-11-2020**

Remarks

In Time **15:00** Vehicle No

Delivered By **party** Received By **security**

Company Name : Silver Oak Villas LLP
Project Name : Silver Oak Villas Phase - IX
Supply Type : Supply
Quote No : Nil
Quote Date : 27-11-2020
Supplier Name : Elegant Enterprises
Contact Person : Mr Gaurang Kadakia / Mahesh Kadakia
Address : 5-4-187/7/3, Karbala Maidan, M.G.Road, Secunderbad-
Phone : 66385358

PDF Name **PO72512DC0295MR85805**

SNo	Category	Item Name	Ord Qty	DC Qty	Status	Balance	Recd Qty	Rate
	Electrical - wires	4695 - Electrical - wires - Copper flat wire - 3 core - mtrs	50	50	Closed	0	50	0