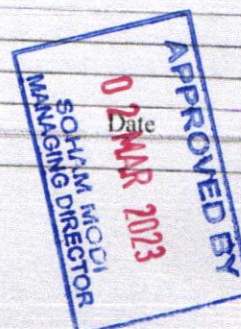


Form for closure of purchase order

Data required from site/engineers:					
PO no.:	95617	PO date:	30/12/22	Req. no.:	142500
MRN nos. related to PO		Advice Scan ID			
☐	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
D. Devi	<i>[Signature]</i>	22/02/23	A. Suresh	<i>[Signature]</i>	22/02/23
Data required from accounts:					
☐	Checked with E&D for receipt of bills.				
☐	Bills not received against this PO.				
☐	Part bill received against this PO.			Bill nos.	
☒	All bills received against this PO.				
☐	Advance paid against this PO.			Amount paid	
Remarks by Accountants: All bills received.					
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
<i>[Signature]</i>	<i>[Signature]</i>	24/2/23			
Advice by MD - action to be taken by purchase:					
☒	Get certified bill from supplier (not original).				
☐	Prepare bill in SSLP 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					



Purchase Order

Page(s) 1 Of 1

22-02-2023 12:13:38

Original / Office Copy / Purchase Div.Copy

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

Elegant Enterprises

5-4-187/7/3, Karbala Maidan, M.G.Road, Secunderbad-500003.

GSTIN 36AJBPK0412E1ZY

66385358

9985113450/9885073880

Doc No	95617	142500
Doc Date	30-12-2022	
Quote No	Nil	
Quote Date	28-12-2022	
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 574400 - ELEC-Electrical - CI-Electrode- - 100X2750mm - Nos	7.00	4,000.00	0.00	18.00	33,040.00
2 596800 - ELEC-Electrical - CI-Electrode- - 75X1800mm - Nos	4.00	1,900.00	0.00	18.00	8,968.00
3 694500 - ELEC-Electrical - Chemical Earthing-- - 25Kgs - Bags	10.00	150.00	0.00	5.00	1,575.00
Total Order Value ...					43,583.00

Rupees : Fourty Three Thousand Five Hundred Eighty Three Only.

Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Next Working Day.
Delivery Location	Greenwood Heights Sy no: 196, Kowkur. Phone. 040-66335551
Penalty For Delay	Nil
Transportation	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 transformer & electrical panel earthing works purpose.
Completion Date	NA
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

Inward

13581

13582

31/12/22

31/12/22

ReceivedFor **Mehta & Modi Realty Kowkur LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Elegant Enterprises**

Name : _____

Name : _____

Date : ____/____/____

