Form for closure of purchase order

PO no.: 96405	PO date: 24-01-2023		Req. no.: 142554		Advice Scan ID		
Barcoded PO available	□ Y/□ N	Invoice original available	□Y/□N /□Copy available		POD available	□Y/□ N	
Data required from site/engineers:							
MRN nos. related to PO	Inward NO:- 13698 , MRN NO:-116711						
□ 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 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: Asma		Sign: Asma			Date: 30-03-2023		
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	Cr. given to supplier		
1.	2223	25-01-2023		1,888/-			
2.							
3.							
Remarks by Accountants: Bill Received.							
Prepared by:		Sign:			Date:		
Notes: 1. POs/WOs issued for turnkey works - may have been processed by E&D. Check before filling the above.							
Prepared by: S.Nyuttur		Sign: S.Nyuttur			Date: 30-03-2023		
Remarks by Ravi + details of bills to be approved:							
Sl. No.	Bill no.	Bill date		Bill amount	MRN no.		
1.							
2.							
3.							
Remarks: All bills received so close this P.o					Date: 31.03.23		
Prepared by: Ravi		Sign:					
Advice by MD - action to be taken.			□ Prepare bill in SSLLP for material supplied.				
□ Get certified bill from supplier (not original).							
□	Thereafter, prepare advice for credit to supplier and send to Soham for processing.		□	Keep PO open. Material awaited			
☑	Close PO						
□	Accounts to be reconciled with supplier. Get supplier's ledger.						
Remarks:					Date:		
Approved by: Soham		Sign:					

APPROVED
- 1 APR
SOHAM M
MANAGING DIR

Purchase Order

 24-01-2023 10:40:27 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		**Doc No**	96405	142554
5-4-187/7/3,Karbala Maidan, M.G.Road, Secunderbad-500003.		**Doc Date**	24-01-2023	
		Quote No	Nil	
GSTIN 36AJBPK0412E1ZY		**Quote Date**	20-01-2023	
66385358	9985113450/9885073880	**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	4619 - Electrical - other - Meters - Single Phase - nos *single phase submeters 1 phase*	2.00	800.00	0.00	18.00	1,888.00
					Total Order Value . . .	**1,888.00**

Rupees : One Thousand Eight Hundred Eighty Eight Only.

Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
Delivery Date	Next Working Day.
Delivery Location	Greenwood Heights Sy no: 196, Kowkur. Phone. 040-66335551
Penality 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 Ght site 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 invoice must be sent to HO office or purchase site office. Proof of delivery/DC can be sent by email

For ***Mehta & Modi Realty Kowkur LLP***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Elegant Enterprises***

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

GSTIN: 36AJBPK0412E1ZY	☐ Orignal for Receipient	☑ Duplicate for Supplier / Transporter	☐ Triplicate for Supplier	GST INVOICE CASH | CREDIT

Elegant Enterprises

5-4-187/7/3, Karbala Maidan, Mahatma Gandhi Road, Secunderabad-500003
Phone: 040-66385358, 040-29303040 E-mail address: eleganthyd@hotmail.com

Preventers I Annunciators I Switchgears I Starters I Wires & Cables I Capacitors I Panel & Cable Accessories I Oil Seals
Step Down Transfromers I L.E.D Lights I Earthing Equipments I Carbon Brushes I PVC Insulation Tapes I Lugs I Spares

Reverse Charge	Nil	Transportation Mode :	Not Applicable
Invoice Number :	EE2223-0402	Vehicle/LR Number :	Not Applicable
Invoice Date :	25 January 2023	Date of Supply :	25 January 2023
State :	Telangana (State Code : 36)	Place of Supply :	Hyderabad

Details of Buyer I Billed to:

Name : M/s Mehta & Modi Realty Kowkur LLP
Address : 5-4-187/3 & 4, 2nd Floor, Soham Mansion,
Mahatma Gandhi Road,
Secunderabad - 500003
GSTIN : 36ABLFM7631F1Z3
State : Telangana State Code : 36

Delivery Challan No. : Not Applicable Date : - x -
Purchase Order No. : 966405 Date : 24.01.2023
Delivery Location : Greenwood Heights, Sy no: 196, Kowkur
Term of Payment : ☐ Against Delivery ☐ Against Proforma Invoice ☑ Within 30 days from date of Invoice.

Sl. No.	Description of Goods	HSN/SAC	Quantity	UoM	CGST %	SGST %	IGST %	Rate	Amount
1	HPL Make: Electronic Energy Meter LT ac	90283010	2.00	No's	9.00	9.00	0.00	800.00	1600.00
	Single Phase, 2Wire Rating 05 - 30Amps								
	240V Model SPEM 02M								
	Serial No. 1H3147765 & 1H3148047								

Total Invoice Amount in Words:
Rupees: One Thousand Eight Hundred Eighty Eight Only.

Total Amount Before Tax:		1,600.00
Add : C G S T	:	144.00
Add : S G S T	:	144.00
Add : I G S T	:	0.00
R/o + Transportation	:	0.00
Total Amount	:	Rs. 1,888.00

Our Bank Details:
Name of the Bank : HDFC Bank Account No. : 50200009719725
Branch Address : Paradise, S.D. Road, Sec-Bad-3 IFS Code : HDFC0000042

Receiver's Seal and Signature with Name & Mobile Number
P.H 25/01/23
8500437837

Terms and Conditions :
1. Goods once sold will not be taken back of exchanged
2. Interest at 24% P. A. will be charged affter ...... Days.
3. Our risk & responsibility cease on the delivery of goods.
4. All disputes are subject to Secunderabad Jurisdiction
5. We declare that this invoice shows the actual price of the goods described and that all particulars are true & correct.

for Elegant Enterprises
Authorised Signatory
E & O. E

** Guarantee & Warranty Voids if Proper Earth Connection is not given to LED Light Fixtures.
**No Guarantee & Warranty on Breakages & Burnout.

Material Duly Checked By and Delivered to: Mr. Vamshi (Driver)
Eway Bill No. Not Applicable Dated: Not Applicable

Purchase Order Received On: 24.01.2023	Date of Delivery: 25.01.2023	Vehicle No.: TS-10-UB-5649
Purchase Order Received By: Email from Deepa		Vehicle Type : Jeeto

Head Office : Block - A ' 413 ' Shanti Bagh Apartments, 7 - 1 - 3, Begumpet, Hyderabad - 500016