

Form for closure of purchase order

Data required from site/engineers: <u>Ramky/mes</u>					
PO no.: <u>8144</u>	PO date: <u>3-01-22</u>	Req. no.:	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: <u>Material received at site PO can be closed.</u>					
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
<u>Meenakshi</u>	<u>[Signature]</u>	<u>08-04-22</u>			
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:					
<u>Bill received on 8/02/22.</u>					
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
<u>G. Paromesh</u>	<u>G. Paromesh</u>	<u>21/04/22</u>			
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		Date	

Debit to Green Tower!



(DUPLICATE FOR TRANSPORTER)

[illegible]

Indian Rupees One Thousand Six Hundred Fifty Only

Indian Rupees One Thousand Six Hundred Fifty Only		Taxable Value	Central Tax		State Tax		Total Tax Amount
HSN/SAC			Rate	Amount	Rate	Amount	
17		840.00	9%	75.60	9%	75.60	151.20
8481		558.00	9%	50.22	9%	50.22	100.44
99			9%		9%		
99			14%		14%		
Total		1,398.00		125.82		125.82	251.64

Tax Amount (in words) : **Indian Rupees Two Hundred Fifty One and Sixty Four paise Only**



Company's PAN : ACWPG4864A

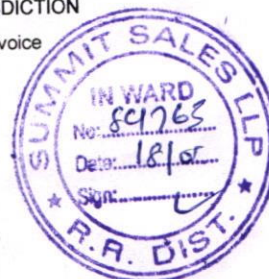
Declaration

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

Authorised Signatory

SUBJECT TO HYDERABAD JURISDICTION

This is a Computer Generated Invoice



Purchase Order

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11-04-2022 12:36:21

Original / Office Copy / Purchase Div.Copy

From Company : **Modi Consultancy Service**
5-4-187/3&4, II Floor, M.G. Road, Secunderabad. 500003.
G S T No. : 36AAXFM0733F1Z4

Supplier Details

Praful Sanitary
3-6-138/5, Himayat Nagar, Hyderabad.

GSTIN 36ACWPG864A1ZG
65526886.

40077300

9849624797

Doc No	84144	183334
Doc Date	03-01-2022	
Quote No	Nil	
Quote Date	03-01-2022	
SupplyType	Supply	

Kind Attn : Mr. Ashish Gupta

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 7192 - Plumbing - PVC - Connection - other - nos 1 feet	14.00	100.00	40.00	18.00	991.20
2 7028 - Plumbing - CP - Extension Nipple - other - nos 1.5 inch	10.00	93.00	40.00	18.00	658.44
Total Order Value . . .					1,649.64

Rupees : One Thousand Six Hundred Fourty Nine and Paise Sixty Four Only.

Terms and Conditions :-

Specification / Brand	As per details given in the quotation. Sl.no.1,2-'Camry' brand
Payment Terms	After delivery of all materials & production of bill.
Tax	All taxes included in above price.
Delivery Date	Within 2days.
Delivery Location	Ramky Selenium Ramky Selenium Phone.
Penalty For Delay	Nil
Transportation Cost	Transport cost shall be borne by us.
Warranty	5yrs on Sl.no.1,2
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for Ramky Selenium 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 Consultancy Service**

Authorised Signatory

Accepted the above Terms And Conditions

For **Praful Sanitary**

Name : _____

Name : _____

Date : __/__/__