Form for closure of purchase order

PO no.: 97237	PO date: 16/02/23		Req. no.: 185393	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		
□ 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: Muralesh	Sign:	Date: 10/4/23.
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	Cr. given to supplier
1.				
2.				
3.				

Remarks by Accountants: Bill Not Received		
Prepared by: Ramesh	Sign:	Date: 17/4/23
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	MRN no.
1.				
2.				
3.				

Remarks: Material not received, so close this PO.		
Prepared by: Ravi	Sign:	Date: 17/4/23
Advice by MD - action to be taken.		
□ Get certified bill from supplier (not original).	□ Prepare bill in SSLLP 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:

APPROVED BY
17 APR 2023
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

 10-04-2023 10:52:40 Original / Office Copy / Purchase Div.Copy

From Company : **Modi Housing Pvt.Ltd**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36AADCM5906D2Z0

Supplier Details			
Premier Engineering Corporation 183/184, R.P. Road, Secunderabad - 500 0033	**Doc No**	97237	185393
	Doc Date	16-02-2023	
	Quote No	Nil	
GSTIN 36AAEFM1459R1ZP 27538818..	**Quote Date**	16-02-2023	
27538811 9885857395 / 93910-20196	**SupplyType**	Supply	

Kind Attn : Mr. Desai.7288883664

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	634400 - ELEC-Electrical - Copper Cable-- - 2.5Sqmm 4core - Mtrs *100Mtrs Per Coil ----Round Copper Cable*	1.00	18,975.00	48.00	18.00	11,643.06
				Total Order Value . . .		**11,643.06**

Rupees : Eleven Thousand Six Hundred Fourty Three and Paise Six Only.

Terms and Conditions :-

Specification /	All items shall be of Gloster brand/company
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Next Working Day.
Delivery Location	Silver Oak Villas Part III Sy .No.11,12,14,15,16,17,18 , 294 Phone. 0
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 site DB box 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 invoices must be sent to HO office or purchase site office. Proof of delivery/DC can be sent by email.'

For *Modi Housing Pvt.Ltd*

Authorised Signatory

Accepted the above Terms And Conditions

For *Premier Engineering Corporation*

Name : ______ Name : ______ Date : __/__/__

Purchase Order

 21-02-2023 12:32:32 PM

97237
08.02.23 3:15:08

From Company :	**Modi Housing Pvt.Ltd** 5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003 G S T No. : 36AADCM5906D2Z0

Supplier Details				
Premier Engineering Corporation		**Doc No**	97237	185393
183/184, R.P. Road, Secunderabad - 500 0033		**Doc Date**	16-02-2023	
		Quote No	Nil	
GSTIN 36AAEFM1459R1ZP	27538818..	**Quote Date**	16-02-2023	
27538811	9885857395 / 93910-20196	**SupplyType**	Supply	

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For ***Modi Housing Pvt.Ltd***

Authorised Signatory

Name : Veer!

Contact - -

Accepted the above Terms And Conditions

For ***Premier Engineering Corporation***

Name : ______

Date : __/__/____

quisition Form							
Company Name:	MHPL-SOV-III	Date:	16-02-2023				
Site & Phase :	SOV-III	Time:					
Unit No./Block No.							
Supplier:		Req. No.	185393				
Material required before date:	V.Urgent	ID No.	84371				
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date	
1	ELEC8543-Electrical-DB VTPN-4 pole--8way-Nos	4	0	4			
2							
3	ELEC7850-Electrical-MCCB---63A-Nos 97398	7	0	7			
4	ELEC6344-Electrical-Copper Cable---2.5Sqmm 4core-Mtrs	85	0	85			
5							
6							
7							
8							
9							
10							
Remarks:							
	Engineer	Project Manager		Purchase		MD	
Prepared By:	K.Purshotham						
Approved By:	K.Purshotham						
Sign & Date:	16-02-2023						

APPROVED
16 FEB 2023
P. VENKATESHWARLU
MANAGER PURCHASE