Form for closure of purchase order

<table>
<tr><td>PO no.:</td><td>Verbal</td><td>~~PO~~ date:</td><td>28/03/23</td><td>Req. no.:</td><td></td><td>Advice Scan ID</td><td></td></tr>
<tr><td>Barcoded PO available</td><td>□ Y/☑N</td><td colspan="2">Invoice original available ☑Y/□N /□Copy available</td><td colspan="2"></td><td>POD available</td><td>☑Y/□ N</td></tr>
<tr><td colspan="8">Data required from site/engineers:</td></tr>
<tr><td>MRN nos. related to PO</td><td colspan="7">Inward no: 07 dtd 05/4/23</td></tr>
<tr><td colspan="3">□ Part material received.</td><td colspan="3">☑ Full material received.</td><td colspan="2">□ Material not received.</td></tr>
<tr><td colspan="8">□ Close PO – Balance material will be re-ordered by new requisition.</td></tr>
<tr><td colspan="3">□ Cancel PO. Material not required.</td><td colspan="5">□ Cancel PO. Material will be re-ordered by new requisition</td></tr>
<tr><td colspan="3">□ Keep PO open. Material required.</td><td colspan="5">□ Keep PO open. Work under progress.</td></tr>
<tr><td colspan="8">Remarks by engineer: Verbal instruction material supplied by vendor.</td></tr>
<tr><td colspan="8">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.</td></tr>
<tr><td colspan="3">Prepared by: Meenakshi</td><td colspan="3">Sign:</td><td colspan="2">Date: 02/5/23</td></tr>
<tr><td colspan="8">Data required from accounts:</td></tr>
<tr><td>□</td><td colspan="7">Checked with E&D for receipt of bills.</td></tr>
<tr><td colspan="3">☑ Bills not received against this PO.</td><td colspan="3">□ Part bill received against this PO.</td><td colspan="2">□ All bills received against this PO.</td></tr>
<tr><td colspan="3">□ Advance paid against this PO</td><td colspan="3">Amount paid:</td><td colspan="2">Date of payment:</td></tr>
<tr><td colspan="8">Details of part bill received:</td></tr>
<tr><td>Sl. No.</td><td colspan="2">Bill no.</td><td>Bill date</td><td colspan="2">Bill amount</td><td colspan="2">Cr. given to supplier</td></tr>
<tr><td>1.</td><td colspan="2"></td><td></td><td colspan="2"></td><td colspan="2"></td></tr>
<tr><td>2.</td><td colspan="2"></td><td></td><td colspan="2"></td><td colspan="2"></td></tr>
<tr><td>3.</td><td colspan="2"></td><td></td><td colspan="2"></td><td colspan="2"></td></tr>
<tr><td>4.</td><td colspan="2"></td><td></td><td colspan="2"></td><td colspan="2"></td></tr>
<tr><td colspan="8">Remarks by Accountants:</td></tr>
<tr><td colspan="3">Prepared by:</td><td colspan="3">Sign:</td><td colspan="2">Date:</td></tr>
<tr><td colspan="8">Notes: 1. POs/WOs issued for turnkey works - may have been processed by E&D. Check before filling the above.</td></tr>
<tr><td colspan="3">Prepared by:</td><td colspan="3">Sign:</td><td colspan="2">Date: 3/5/23</td></tr>
<tr><td colspan="8">Remarks by Ravi + details of bills to be approved:</td></tr>
<tr><td>Sl. No.</td><td colspan="2">Bill no.</td><td>Bill date</td><td colspan="2">Bill amount</td><td colspan="2">MRN no.</td></tr>
<tr><td>1.</td><td colspan="2">EE 2223-0444</td><td>29/03/23</td><td colspan="2">3068-00</td><td colspan="2"></td></tr>
<tr><td>2.</td><td colspan="2"></td><td></td><td colspan="2"></td><td colspan="2"></td></tr>
<tr><td>3.</td><td colspan="2"></td><td></td><td colspan="2"></td><td colspan="2"></td></tr>
<tr><td colspan="8">Remarks: Need MD's Approval for enclosed Invoice.</td></tr>
<tr><td colspan="3">Prepared by: Ravi</td><td colspan="3">Sign:</td><td colspan="2">Date: 03/5/23</td></tr>
<tr><td colspan="8">Advice by MD - action to be taken.</td></tr>
<tr><td colspan="4">□ Get certified bill from supplier (not original).</td><td colspan="4">□ Prepare bill in SSLLP for material supplied.</td></tr>
<tr><td>☑</td><td colspan="7">Thereafter, prepare advice for credit to supplier and send to Soham for processing.</td></tr>
<tr><td>☑</td><td colspan="3">Close PO</td><td>□</td><td colspan="3">Keep PO open. Material awaited</td></tr>
<tr><td>□</td><td colspan="7">Accounts to be reconciled with supplier. Get supplier's ledger.</td></tr>
<tr><td colspan="8">Remarks:</td></tr>
<tr><td colspan="3">Approved by: Soham</td><td colspan="3">Sign:</td><td colspan="2">Date:</td></tr>
</table>

APPROVED BY
-4 MAY 2023
SOHAM MODI
MANAGING DIRECTOR

MODI PROPERTIES PVT. LTD. * SEC'BAD *
INWARD
No. 1538
Date 4/5/23
Sign.

Bill not received.

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 : EE2223-0444		Vehicle/LR Number :	Not Applicable
Invoice Date : 29 March 2023		Date of Supply :	29 March 2023
State : Telangana	State Code : 36	Place of Supply :	Hyderabad

Details of Buyer I Billed to:

Name : M/s Modi Properties Private Limited	Delivery Challan No. : Not Applicable — Date : - x -
Address : 5-4-187/3 & 4, 2nd Floor, Soham Mansion, Mahatma Gandhi Road, Secunderabad - 500003	Purchase Order No. : Verbal by Ms. Meenakshi — Date : 28.03.2023
	Delivery Location : Site: Plot No. 280, Jubilee Hills, Hyderabad
GSTIN : 36AABCM4761E1ZM	Term of Payment : ☐ Against Delivery ☐ Against Proforma Invoice ☑ Within 30 days from date of Invoice.
State : Telangana — State Code : 36	

Sl. No	Description of Goods	HSN/SAC	Quantity	UoM	CGST %	SGST %	IGST %	Rate	Amount
1	Siracco 225mm Exhaust Fan	8414	1.00	No(s)	9.00	9.00	0.00	2600.00	2600.00
*****	material Received 29/03/23.								

INWARD
Inward No: 07 Dt: 8/4/23
MRN No: Dt:
Received By: Samson Sign:
MODI PROPERTIES

Total Invoice Amount in Words:

Rupees: Three Thousand Sixty Eight Only.

Total Amount Before Tax:	2,600.00
Add : C G S T :	234.00
Add : S G S T :	234.00
Add : I G S T :	0.00
R/o + Transportation :	0.00
Total Amount :	Rs. 3,068.00

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

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. Darshan {Electrician}

Eway Bill No. Not Applicable Dated: Not Applicable

Purchase Order Received On: 29.03.2023	**Date of Delivery: 28.03.2023**	**Vehicle No.: Not Applicable {Delivery by Hand}**
Purchase Order Received By: Verbal by Meenakshi		**Vehicle Type : Not Applicable**

minilec | L&T SWITCHGEAR | SIEMENS | GEM | KAYCEE | COOPER Bussmann | dowell's | HMI
PHILIPS | Crompton Greaves | TEKNIC | Controls & Switchgear Contractors Ltd | SG | POLYCAB | Finolex Cables Limited | legrand | Capco

Head Office : Block - A ' 413 ' Shanti Bagh Apartments, 7 - 1 - 3, Begumpet, Hyderabad - 5000016

SUMMIT ... LLP
IN WARD
No: 107934
Date: 8/4/23
Sign: