

Form for closure of purchase order

PO no.: 82790	PO date: 31-08-21	Req. no.:	Advice Scan ID
Barcoded PO available ☒ Y/ ☐ N	Invoice original available ☒ Y/ ☐ N	Copy available ☐ Y/ ☐ N	POD available ☒ Y/ ☐ N
Data required from site/engineers:			
MRN nos. related to PO			
☐ Part material received.		☐ Full material received.	
☐ Close PO - Balance material will be re-ordered by new requisition.		☒ Material not received.	
☒ 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: This PO is already closed			
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: D. Devi	Sign: D. Devi	Date: 19/06/23	
Data required from accounts:			
☐ Checked with E&D for receipt of bills.			
☒ Bills not received against this PO.		☐ Part bill received against this PO.	
☒ Advance paid against this PO		☐ All bills received against this PO.	
Amount paid: 4,080		Date of payment: 23-11-2021	
Details of part bill received:			
Sl. No.	Bill no.	Bill date	Bill amount
1.			
2.			
3.			
Remarks by Accountants: Advance paid but bill Not Received			
Prepared by: S. Nymalwar	Sign: S. Nymalwar	Date: 20/06/2023	
Notes: 1. POs/WOs issued for turnkey works - may have been processed by E&D. Check before filling the above.			
Prepared by: S. Nymalwar	Sign: S. Nymalwar	Date: 20/06/2023	
Remarks by Ravi + details of bills to be approved:			
Sl. No.	Bill no.	Bill date	Bill amount
1.			
2.			
3.			
Remarks: Material not received, close the PO & advance recovery from supplier.			
Prepared by: Ravi	Sign: Ravi	Date: 24/6/23	
Advice by MD - action to be taken.			
☐ Get certified bill from supplier (not original).		☐ Prepare bill in SLLP 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:	



Purchase Order

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23-06-2023 1:02:55 PM

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
T I N No. : 36ABLFM7631F1Z3

Supplier Details

Vensai Global PVT LTD
Plot no. 386, Road No. 81, Jubli Hills, Hyderabad - 500033.

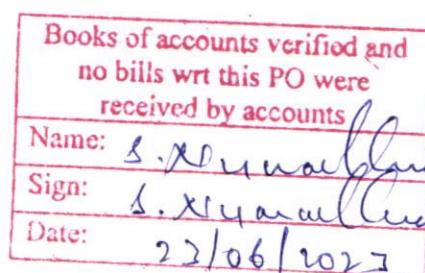
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Doc No	82790	140871
Doc Date	20-11-2021	
Quote No	Nil	
Quote Date	31-08-2021	
SupplyType	Supply	

Kind Attn : Mr. Somesh. D

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	VAT%	Amount
1 6205 - Miscellaneous - U Clamp Patti - NA - Rft H frame - FX - 42 - 10' - 60 nos	600.00	10.00	0.00	18.00	7,080.00
Total Order Value . . .					7,080.00
Rupees : Seven Thousand Eighty Only.					

Terms and Conditions :-**Specification / Brand** As per details given in the quotation dt. 31/08/2021**Payment Terms** 100% as advance at the time of delivery of all materials.**Tax** All taxes included in above price.**Delivery Date** Within 2days**Delivery Location** Greenwood Heights
Sy no: 196, Kowkur.
Phone. 040-66335551**Penalty For Delay** Nil**Transportation Cost** Transport cost shall be borne by us.**Warranty** Nil**Advance Paid** Rs. 7,080/- to be pay vide cheque no. , dt.**Other Terms** We reserve the right to reject items not conforming to quality and specifications. Above order for Club House false ceiling work purpose.**Completion Date** Nil**Measurment** Nil**Security** Nil**Remarks**For **Mehta & Modi Realty Kowkur LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Vensai Global PVT LTD**

Name : _____

Name : _____

Date : __/__/__