Form for closure of purchase order

PO no.: 66465	PO date: 01-12-19		Req. no.:			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: 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.	□ All bills received against this PO.
☑ Advance paid against this PO		Amount paid: 22,125	Date of payment: 9-03-2020

Details of part bill received:

Sl. No.	Bill no.	Bill date	Bill amount	Cr. given to supplier
1.				
2.				
3.				

Remarks by Accountants: Advance paid but bill Not Received

Prepared by: S. Nirmalla	Sign: S. Nirmalla	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. Nirmalla	Sign: S. Nirmalla	Date: 20/06/2023

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, close the PO, Advance to be recovery From supplier.

Prepared by: Ravi	Sign: [signature]	Date: 24/6/23

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
24 JUN 2023
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

 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				
Gautam Traders		**Doc No**	66465	140192
Pan Bazar, Secunderabad - 500 003		**Doc Date**	06-03-2020	
		Quote No	Nil	
2771-2740 / 5538-2111 / 5538-8456	66388456.	**Quote Date**	01-12-2019	
9246534583/9949490981		**SupplyType**	Supply	

Kind Attn : Mr. Gautam Jain.

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	VAT%	Amount
1	8150 - Steel - other - GI Sheet - Others - kgs *0.9mtr x 3.66mtrs - in sheets*	50.00	450.00	0.00	18.00	26,550.00
				Total Order Value . . .		**26,550.00**

Rupees : Twenty Six Thousand Five Hundred Fifty Only.

Terms and Conditions :-

Specification / Brand	Items shall be of ISI brand. 0.20mm thick.
Payment Terms	Against delivery of all materials and production of bill.
Tax	All taxes included in above price.
Delivery Date	Next day.
Delivery Location	Greenwood Heights Sy no: 196, Kowkur. Phone. 040-66335551
Penality For Delay	Nil
Transportation Cost	Extra.
Warranty	Nil
Advance Paid	Rs. 22,125/- to be pay vide cheque no. , dtd.
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for labour shelters purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

Books of accounts verified and no bills wrt this PO were received by accounts
Name: S. Aryamallu
Sign: S. Aryamallu
Date: 23/06/2023

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

Authorised Signatory

Accepted the above Terms And Conditions

For ***Gautam Traders***

Name : ______________________

Name : ______________________

Date : __/__/____