Form for closure of purchase order

PO no.:	60673	PO date:	06/08/19	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	70650	
☐ 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: 32,817	Date of payment: 16-08-2019

Details of part bill received:

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

Remarks by Accountants: 100% Advance paid but bill Not Received

Prepared by: S. Arunachalam	Sign: S. Arunachalam	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:	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: Full material received at site. certified true copy to be get from supplier.

Prepared by: Ravi	Sign:	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
29 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 Pan Bazar, Secunderabad - 500 003 2771-2740 / 5538-2111 / 5538-8456 66388456. 9246534583/9949490981	**Doc No**	60673	140006
	Doc Date	08-08-2019	
	Quote No	Nil	
	Quote Date	06-08-2019	
	SupplyType	Supply	

Kind Attn : Mr. Gautam Jain.

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	VAT%	Amount
1	8087 - Steel - other - MS Sheet - NA - sft *18'0 x 3'6" - 13 nos - Powder coated*	819.00	33.50	0.00	18.00	32,375.07
2	2158 - Carpentry - hardware - Self Drill Screws - other - nos *1" x 8no*	250.00	1.50	0.00	18.00	442.50
					Total Order Value . . .	**32,817.57**

Rupees : Thirty Two Thousand Eight Hundred Seventeen and Paise Fifty Seven Only.

Terms and Conditions :-

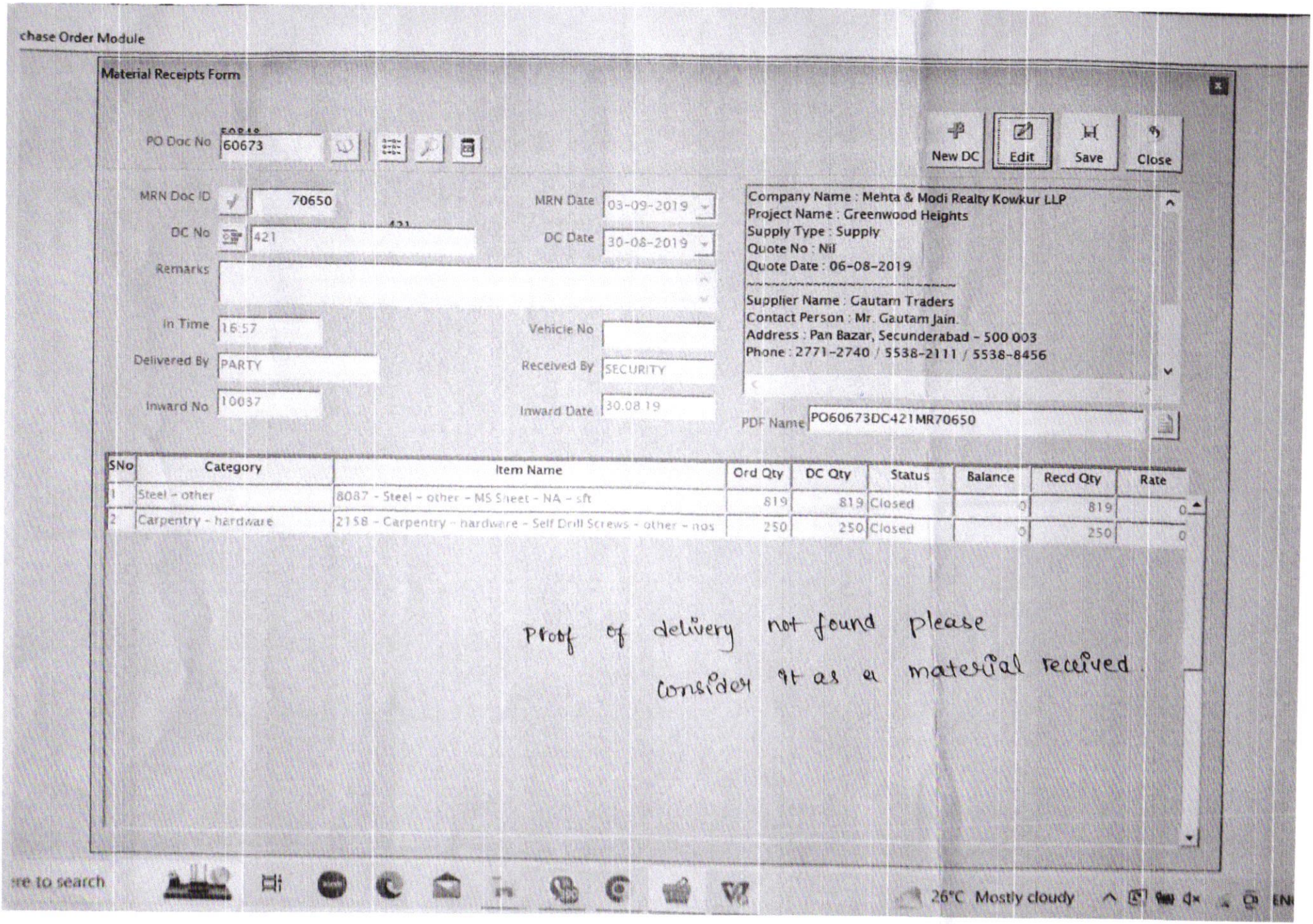
Specification / Brand	Items in sl.no. 1 shall be of ISI brand. 0.50mm thick. Grey colour.
Payment Terms	Against delivery of all materials and production of bill.
Tax	All taxes included in above price.
Delivery Date	Within 4days.
Delivery Location	Greenwood Heights Sy no: 196, Kowkur. Phone. 040-66335551
Penality For Delay	Nil
Transportation Cost	Extra.
Warranty	Nil
Advance Paid	Rs. 32,817/- 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 GHT site office 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. Nagaraju
Sign: S. Nagaraju
Date: 23/06/2023

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

Accepted the above Terms And Conditions
For ***Gautam Traders***

Name : _____ Name : _____ Date : __/__/____


chase Order Module
Material Receipts Form
PO Doc No 60673
New DC
Edit
Save
Close
MRN Doc ID 70650
MRN Date 03-09-2019
DC No 421
DC Date 30-08-2019
Remarks
In Time 16:57
Vehicle No
Delivered By PARTY
Received By SECURITY
Inward No 10037
Inward Date 30.08.19
Company Name : Mehta & Modi Realty Kowkur LLP
Project Name : Greenwood Heights
Supply Type : Supply
Quote No : Nil
Quote Date : 06-08-2019
Supplier Name : Gautam Traders
Contact Person : Mr. Gautam Jain
Address : Pan Bazar, Secunderabad - 500 003
Phone : 2771-2740 / 5538-2111 / 5538-8456
PDF Name PO60673DC421MR70650
SNo | Category | Item Name | Ord Qty | DC Qty | Status | Balance | Recd Qty | Rate
1 | Steel - other | 8087 - Steel - other - MS Sheet - NA - sft | 819 | 819 | Closed | 0 | 819 | 0
2 | Carpentry - hardware | 2158 - Carpentry - hardware - Self Drill Screws - other - nos | 250 | 250 | Closed | 0 | 250 | 0
Proof of delivery not found please consider it as a material received.
re to search
26°C Mostly cloudy