

Form for closure of purchase order

PO no.	63124	PO date:	30/11/2021	Req no.:	118204	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.			
				☒ 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: <u>Cancel PO.</u>							
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:		N. Dima		Sign:		Date: 24/06/23.	
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: 72001-		Date of payment: 4/12/21			
Details of part bill received:							
Sl. No.	Bill no.	Bill date	Bill amount	Cr. given to supplier			
1							
2							
3							
Remarks by Accountants:							
Prepared by:		Sign:		Date:			
Notes: 1. POs/WOs issued for turnkey works - may have been processed by E&D. Check before filling the above.							
Prepared by:		Sign:		Date: 26/6/23			
Remarks by Ravi: Details of bills to be approved:							
Sl. No.	Bill no.	Bill date	Bill amount	MRN no.			
1							
2							
3							
Remarks: <u>Material not received, cancelled the PO, Advance recovery from supplier.</u>							
Prepared by: Ravi		Sign:		Date: 26/6/23			
Advice by MD - action to be taken.							
☐ Get certified bill from supplier (not original).				☐ Prepare bill in SSLP 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

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23/06/2023 17:19:08

Original / Office Copy / Purchase Div Copy

From Company

Modi Properties Pvt.Ltd.

5-4-187/3 & 4, IInd Floor, M G.Road, Secunderabad - 500003

GST No. 36AABCM4761E1ZM

Supplier Details

Shanmukha Lite Weight Brick Industries

H.no. 504, Nagaram, Keesara Mandal, Beside Icom Company,
Keesara, Medchal, Hyderabad - 500083

GSTIN 0

9676133699

Doc No	83124	178204
Doc Date	30-11-2021	
Quote No	Nil	
Quote Date	06-08-2021	
SupplyType	Supply	

Kind Attn : Mr. Y. Ravi Kumar

Purchase Order for the Supply of following Items

Item Name	Qty	Rate	Dis%	IGST	Amount
1 1054 - Building material - CLC Block - 4in X 8 in X 24 in - Nos	200.00	36.00	0.00	0.00	7,200.00
Total Order Value . . .					7,200.00

Rupees : Seven Thousand Two Hundred Only.

Terms and Conditions

Specification / Items shall be of 4.5 - 4.8N/M3 approx Strength minimum QC report a must!

Payment Terms 100% as advance at the time of delivery of all materials.

Tax All taxes included in above price.

Delivery Date Next day

Delivery Location May Flower Platinum
Sy 82/1, Mallapur, Nacharam
Phone 7680971999

Penalty For Bills must be submitted to H.O. within 30days of supply of material. 10% pty on value of order will be deducted for delay in submission of bills.

Transportation Included in the above price.

Warranty Nil

Advance Paid Rs. 7,200/- advance to be pay vide cheque no. , dtd

Other Terms We reserve the right items not conforming to qty & specs. Breakage in your account. Above order for B3 flats external elevation purpose.

Completion Date Nil

Measurment Nil

Security Nil

Remarks

Books of accounts verified and
no bills wrt this PO were
received by accounts

Name: *[Signature]*

Sign: *[Signature]*

Date: 26-06-23

For **Modi Properties Pvt.Ltd.**

Authorised Signatory

Accepted the above Terms And Conditions

For **Shanmukha Lite Weight Brick Industries**

Name _____

Name _____

Date _____