

Form for closure of purchase order

PO no.: 87106	PO date: 11/02/22	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:			
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: 4,104		Date of payment: 21-04-2022	
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. N. M. S. S.	Sign: S. N. M. S. S.	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
1.			
2.			
3.			
Remarks: Material not received, cancell the PO, Advance to be get from supplier			
Prepared by: Ravi	Sign: Ravi	Date: 21/6/23	
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:	

APPROVED
21 JUN 2023
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

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

JVM Enterprises
Shed no A/1-44/2, Mutyam Reddy Estate, Kanjiguda, Old alwal,
Secunderabad-500010
9553707172
9553707172

Doc No	87106	141330
Doc Date	06-04-2022	
Quote No	Nil	
Quote Date	11-02-2022	
SupplyType	Supply	

Kind Attn : Jagan Mohan Reddy

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	VAT%	Amount
1 7321 - Plumbing - sanitary - Washbasin - other - nos C8970 - Svelte	2.00	1,738.98	0.00	18.00	4,103.99
Total Order Value . . .					4,103.99

Rupees : Four Thousand One Hundred Three and Paise Ninty Nine Only.

Terms and Conditions :-

Specification / Brand All items are Parryware brand- Cascade model, white colour.

Payment Terms 100% Advance balance as per the delivery in parts

Tax GST included in the above prices

Delivery Date With in 7 days

Delivery Location Greenwood Heights

Sy no: 196, Kowkur.

Phone. 040-66335551

Penalty For Delay Nil

Transportation Cost Included in the above prices

Warranty Sanitaryware-10 years, Internal fittings 2 years, seat covers 2 years

Advance Paid Rs. 4,104 /-by cheque/RTGS.....Dated.....

Other Terms We reserve the right to reject items not conforming to quality and specifications, the above order is for A-102 purpose.

Completion Date Nil

Measurment Nil

Security Nil

Remarks 'Original invoice + copy of proof of delivery is required to process invoice for payment. DO NOT send original invoice to site. Original invoices must be sent to HO office or purchase site office. Proof of delivery/DC can be sent by email.'

Books of accounts verified and no bills wrt this PO were received by accounts	
Name:	S. Srinivas
Sign:	S. Srinivas
Date:	22/06/2022

For **Mehta & Modi Realty Kowkur LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **JVM Enterprises**

Name : _____

Name : _____

Date : __/__/__