Form for closure of purchase order

PO no.:	86330	PO date:	09-03-22	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: 6,719	Date of payment: 21-3-2022

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. Nagamallu	Sign: S. Nagamallu	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: Material not received, close the PO, advance recovery 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 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			
Shakthi UPVC Industries	**Doc No**	86330	141224
Door No. 07-024/8/A/1, Near Aimatha Temple, Subash Nagar, Pipeline Road, IDA Jeedimetla, HYD - 500055	**Doc Date**	17-03-2022	
	Quote No	Nil	
	Quote Date	09-03-2022	
9502072024	**SupplyType**	Supply	

Kind Attn : Mr. Bala Chander Reddy

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	VAT%	Amount
1	2429 - Carpentry - windows - UPVC Sliding windows-2.5 track-with mesh - 6ft X 4ft - Sft *71.50" x 47.50" - 04 nos*	96.00	314.00	0.00	18.00	35,569.92
2	2451 - Carpentry - windows - UPVC Ventilator - 2ft 6in X 2ft - Sft *Top Hung - 29.50" x 23.50" - 02 nos*	10.00	570.00	0.00	18.00	6,726.00
3	2437 - Carpentry - windows - UPVC Sliding windows-2.5 track-with mesh - 4ft X 3ft - Sft *47.50" x 35.50" - 01 no*	12.00	428.00	0.00	18.00	6,060.48
4	2428 - Carpentry - windows - UPVC window - NA - Sft *French door - 95.50" x 83.50" - 01 nos*	56.00	285.00	0.00	18.00	18,832.80
					Total Order Value . . .	**67,189.20**

Rupees : Sixty Seven Thousand One Hundred Eighty Nine and Paise Twenty Only.

Terms and Conditions :-

Specification / Brand	As per details given in the quotation dt. 06/12/2021.
Payment Terms	10% as advance & balance on delivery of materials and receipt of invoice. Advance paid to be proportionately deducted.
Tax	All taxes included in above price.
Delivery Date	Within 4 days.
Delivery Location	Greenwood Heights Sy no: 196, Kowkur. Phone. 040-66335551
Penality For Delay	Bills must be submitted to H.O. within 30days of completion of work. 10% plty on value of order will be deducted for delay in submission of bills.
Transportation Cost	Included in the above price.
Warranty	1 year on workmanship.
Advance Paid	Rs. 6,719/- 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 Flat no. A- 117.
Completion Date	Work to be completed within 2 working days. Penalty of 5% of order value per week shall be levied for delay.
Measurment	Payment will be made as per measurement of laid and fixed material. Wastage at suppliers cost.
Security	Supplier shall be responsible for security and storage of material at site at its risk and cost.
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: L. Nagamallu
Sign: L. Nagamallu
Date: 23/06/2023

For *Mehta & Modi Realty Kowkur LLP*
Authorised Signatory

Accepted the above Terms And Conditions
For *Shakthi UPVC Industries*

Name : ____________________ Name : ____________________ Date : __/__/____