

Form for closure of purchase order

PO no.: 11994	PO date: 21/05/21	Req. no.: 117663	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 the 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: <u>N. Dinya</u>	Sign: <u>[Signature]</u>	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	
☐ Advance paid against this PO		☐ All bills received against this PO.	
Amount paid: <u>48000/-</u>		Date of payment: <u>29-05-21</u>	
Details of part bill received.			
Sl. No.	Bill no.	Bill date	Bill amount
1			
2			
3			
Remarks by Accountants:			
Prepared by: <u>[Signature]</u>	Sign: <u>[Signature]</u>	Date: 26-06-23	
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: <u>Material not received, Advance recovery from supplier.</u>			
Prepared by: Ravi	Sign: <u>[Signature]</u>	Date: 26/6/23	
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
 23 JUN 2023
 SOHAM MODI
 MANAGING DIRECTOR

Purchase Order

Original / Office Copy / Purchase Div. Copy

Page(s) 1 of 1

23/06/2023 12:19:08

From Company : **Modi Properties Pvt.Ltd.**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
GST No. 36AABCM4761E1ZM

Supplier Details

Elite Enterprises
Survey no. 448, DPS School road, Bowrampet - 500 043.

GSTIN 36GEEP9675F1ZZ

9398936022/9052222266

Doc No	77294	177663
Doc Date	27-05-2021	
Quote No	Nil	
Quote Date	15-05-2021	
SupplyType	Supply	

Kind Attn : Mr. Dikshit Reddy

Purchase Order for the Supply of following Items

Item Name	Qty	Rate	Dis%	GST	Amount
1 1054 - Building material - CLC Block - 4in X 8 In X 24 in - Nos	1,200.00	40.00	0.00	0.00	48,000.00
Total Order Value . . .					48,000.00

Rupees : Forty Eight Thousand Only.

Terms and Conditions -

Specification / Items shall be of 2.5 - 3.0N/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 Within 2 days.

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

Penalty For Bills must be submitted to H.O. within 30 days 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. 48,000/- advance to be pay vide cheque no. , dtd.

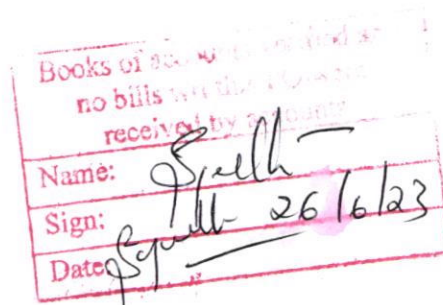
Other Terms We reserve the right items not confirming to qty & specs. Breakage in your account. Above order for C block external elevation purpose.

Completion Date Nil

Measurement Nil

Security Nil

Remarks



For **Modi Properties Pvt.Ltd.**

Authorised Signatory

Accepted the above Terms And Conditions

For **Elite Enterprises**

Name

Name

Date