Form for closure of purchase order

PO no.:	17994	PO date:	21/05/21	Req. no.:	17663.	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:	Cancel the PO.	

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. Divya	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: 48000/–	Date of payment: 29-05-21
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: Sangeetha	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	MRN no.
1				
2				
3.				

Remarks: Material not received, Advance recovery from supplier.

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 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
29 JUN 2023
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

 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
G S T No. 36AABCM4761E1ZM

Supplier Details

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

GSTIN 36GEEPK9675F1ZZ
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 : Fourty 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 2days.
Delivery Location	May Flower Platinum Sy 82/1, Mallapur, Nacharam Phone 7680971999
Penality For	Bills must be submitted to H.O. within 30days of supply of material. 10% plty 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 qlty & specs. Breakage in your account. Above order for C block external elevation purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

Books of ac... no bills ... received by ...
Name: Srilh
Sign: 26/6/23
Date:

For **Modi Properties Pvt.Ltd.**
Authorised Signatory

Accepted the above Terms And Conditions
For **Elite Enterprises**

Name ____________ Name : ____________ Date __/__/____