Form for closure of purchase order

PO no.	94434	PO date:	28-11-22	Req. no.:	178842	Advice Scan ID	
Barcoded PO available	☐ Y/☐ N	Invoice original available	☐ Y/☐ N /☐ Copy available			POD available	☐ Y/☐

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		

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: 24/6/23.

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: 54617/-	Date of payment: 17-12-22

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: Preethi	Sign: Preethi	Date: 26/6/23

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

 24/06/2023 10:46:28 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

Linus Consultants Pvt.Ltd.		**Doc No**	94434	178842
Plot 38,Rd,#5,,Jubile Hills, Hyd - 500033.		**Doc Date**	28-11-2022	
		Quote No	Nil	
GSTIN 36AAACL7034N1Z9	23550861	**Quote Date**	28-11-2022	
23551855/23553929/23550781	7680022677/76	**SupplyType**	Supply	

Kind Attn : Mr. Srikant

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	117200 - FUNF-Furniture & fixtures - Kitchen cabinets-Laminated MDF-Wenge - - - sqm *Closed Cabinet-Type-1,A5 & A2-2Nos*	8.60	10,764.00	0.00	18.00	109,233.07
			Total Order Value . . .			**109,233.07**

Rupees : One Lakh(s) Nine Thousand Two Hundred Thirty Three and Paise Seven Only.

Terms and Conditions :-

Specification /	As per approved drawing, design & quotation & ltr. of conf. dt.18/11/2016 shall be applicable. Closed cabinate rate per sft Rs.1000/-
Payment Terms	50% adv. shall be paid at the time of W O , bal. amount shall be paid within 7days of delivery of material and raising of invoice
Tax	All taxes included in above price
Delivery Date	Within 15days
Delivery Location	May Flower Platinum Sy 82/1, Mallapur, Nacharam. Phone 7680971999
Penality For	Nil
Transportation	Included in above price
Warranty	1Yr from date of installation against any defects in manufacturing. Prompt & Regular service shall be given by you for repair
Advance Paid	Rs 54,616.50/-
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for C-402,C-403 Modular kitchen work purpose
Completion Date	Installation of the Modular Kitchen at site shall be done at our cost.
Measurment	You shall provide packing list along with delivery of material clearly specifying the items included seperate pckng
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: Srellh
Sign: Sangeeth
Date: 26-6-2023

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

Accepted the above Terms And Conditions
For **Linus Consultants Pvt.Ltd.**

Name : ____________ Name : ____________ Date : __/__/____