

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	☐ 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: 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. Dinda Sign: ND 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: 54612/- 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: S. Reddy Sign: S. Reddy Date: 26/6/23

Notes: 1. POs/WDs 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: RD Date: 26/6/23

Advice by MD - action to be taken.

☐ Get certified bill from supplier (not original). ☐ Prepare bill in SLEP 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:



Purchase Order

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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
GST No. 36AABCM4761E1ZM

Supplier Details

Linus Consultants Pvt.Ltd.
Plot 38,Rd, # 5,,Jubilee Hills, Hyd - 500033.

GSTIN 36AAACL7034N1Z9 23550861
23551855/23553929/23550781 7680022677/76

Doc No	94434	178842
Doc Date	28-11-2022	
Quote No	Nil	
Quote Date	28-11-2022	
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

Penalty 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/-

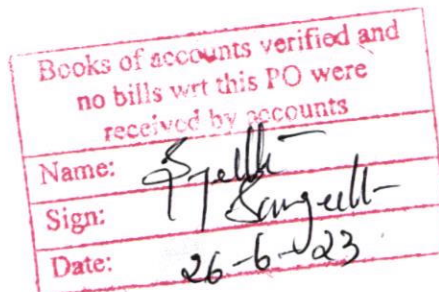
Other Terms We reserve the right to reject items not conforming to quality and specifications. Above order for C-402,C-403 Modular kitchen work purpose

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



For **Modi Properties Pvt.Ltd.**

Authorised Signatory

Accepted the above Terms And Conditions

For **Linus Consultants Pvt.Ltd.**

Name _____

Name _____

Date ____/____/____