Admin-Audit Division
Form for closure of purchase order - Manual

PO no.:	89772	PO date:	7-7-22	Req. no.:	178620	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	·110070 -	
☐ 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:	Full material received	

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. Subhash	Sign: N. [signature]	Date: 25-11-23

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: 28792/—	Date of payment:

Details of part bill received:

Sl. No.	Bill no.	Bill date	Bill amount	Cr. given to supplier
1.				
2.				
3.				
4.				

Remarks by Accountants:

Prepared by: Srusthi	Sign: Sayruthi	Date: 27/11/23

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.	22-23/260	28-07-2022	28,792/-	110070
2.				
3.				
4.				
5.				

Remarks:

Prepared by: Ravi	Sign: [signature]	Date: 27/11/2023

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:

MANAGING DIRECTOR
SOHAM MODI
27 NOV 2023
APPROVED BY

Purchase Order

 25-11-2023 15:50:53 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			
Surya Electricals	**Doc No**	89772	178620
Factory&Office: Shed no- B 10, BHEL-AIE, Industrail park, Ramachandrapuram, Hyderabad 502032	**Doc Date**	07-07-2022	
	Quote No	Nil	
GSTIN 36APTPS2674C2ZF	**Quote Date**	07-07-2022	
9700902311 9700902311	**SupplyType**	Supply	

Kind Attn : Murali Krishna

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	8159 - Steel - other - MS Box Pole - Other - Nos *Hot dip galvanized octagonal pole, 4 meters*	2.00	5,900.00	0.00	18.00	13,924.00
2	4768 - Electrical - other - Side arms - NA - nos *GI Pole ring 1 meter*	2.00	3,500.00	0.00	18.00	8,260.00
3	2264 - Carpentry - hardware - Nut bolts - Others - nos *J Tyoe foundation poles*	2.00	800.00	0.00	18.00	1,888.00
					Total Order Value . . .	**24,072.00**

Rupees : Twenty Four Thousand Seventy Two Only.

Terms and Conditions :-

Specification / Brand	As mentioned in the quote dated 07-7-22.
Payment Terms	100% Advance payment
Tax	Included in the above prices
Delivery Date	With in 5 days
Delivery Location	May Flower Platinum Sy 82/1, Mallapur, Nacharam. Phone. 7680971999
Penality For Delay	Nil
Transportation Cost	Transportation extra , Rs, 4000-00+ GST, to be added in the bill with GST will be paid with bill
Warranty	Nil
Advance Paid	Rs. 28,792/-, by cheque...........
Other Terms	We reserve the right to reject items not conforming to quality and specifications, Above order for Tol lot area, purpose.
Completion Date	Nil
Measurment	Nil
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 ***Surya Electricals***

Date : __/__/____

TAX INVOICE

Original Copy
22-23/260

SURYA ELECTRICALS

Office : Shed No-B 10, BHEL-AIE,Industrial Park,
R.C.Puram,Hyderabad-502032 , Hyderabad, TS (36) 502032, IN
+919700902311
suryaelectricals08@gmail.com
GSTIN: 36APTPS2674C2ZF **Website:** www.suryaelec.com
Contact Name: Murali Krishna

Amount Due:	₹0.00
Issue Date:	28 - 07 - 2022
Due Date:	28 - 07 - 2022
PO Number:	89772
PO Date:	07 - 07 - 2022
Place of Supply:	TS (36)

Bill To
Modi Properties Pvt. Ltd
7680971999
5-4-187/ 3 & 4, IInd Floor,M G Road,, SECUNDERABAD, TS (36) 500003, IN
GSTIN: 36AABCM4761E1ZM

Ship To
7680971999
May flower platinum,Sy 82/1,Mallapur,Nacharam, SECUNDERABAD, TS (36) 500076, IN

S.No	Item Description	HSN/SAC	Qty UoM	Price (₹)	Taxable Value (₹)	CGST (₹)	SGST (₹)	Amount (₹)
1	4 mtr Hot Dip Galvanized Octagonal poles BAJAJ make	7308	2.00 NOS	5,900.00	11,800.00	1,062.00 9%	1,062.00 9%	13,924.00
2	M16X600MM FOUNDATION BOLTS WITH DOUBLE NUT&washers	7318	2.00 SET	800.00	1,600.00	144.00 9%	144.00 9%	1,888.00
3	1 MTR Ring arm bracket 88.9mm OD 3mm pipe 300mm length and 48.3mm OD 3mm pipe 1000mm round ring.	7308	2.00 NOS	3,500.00	7,000.00	630.00 9%	630.00 9%	8,260.00
4	TRANSPORTATION OF MATERIAL POLES	996799	1.00 NOS	4,000.00	4,000.00	360.00 9%	360.00 9%	4,720.00
			Total	@18%	24,400.00	2,196.00	2,196.00	28,792.00

Bank Name: SURYA ELECRICALS : ICICI BANK
Account Number: 058805000573
Branch Name: CHANDA NAGAR
IFSC Code: ICIC0000588

Total Taxable Value	₹24,400.00
Total Tax Amount	₹4,392.00
Total Value (in figure)	₹28,792
Total Value (in words)	₹ Twenty-eight Thousand Seven Hundred Ninety-two Only
Net Received	(-) ₹28,792.00

1

TERMS AND CONDITIONS:
1.100% ADVANCE PAYMENT STRICTLY.
2.4 DAYS VALIDITY.
3.TRANSPORTATION EXTRA.

Provider Signature

Receiver Signature

"TRUE COPY"