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

PO no.:	88293	PO date:	14-05-23	Req. no.:	178469	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	MRN No= 110226.

□ 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: 47999/-	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: [signature]	Sign: 27/11/23	Date: [signature]

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.	342	02/Aug/2022 49,749/-	49,749/-	110226
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:

APPROVED BY
27 NOV 2023
SOHAM MODI
MANAGING DIRECTOR

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			
SS Commercials	**Doc No**	88293	178469
30-71/4/64, Padmavathi nagar, Kanajiguda, Thirumalgury, Hyderabad-500015	**Doc Date**	14-05-2022	
	Quote No	Nil	
GSTIN 36AZRPT6348Q1Z1	**Quote Date**	14-05-2022	
9642227132 6303148430	**SupplyType**	Supply	

Kind Attn : T.Sridhar Babu

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	5160 - Equipment - machinery - Bottle Cooler - NA - nos *SRC200GL*	1.00	21,186.50	0.00	18.00	25,000.07
2	5155 - Equipment - machinery - Ice Cream Chiller - NA - nos *NWHF250G*	1.00	19,492.00	0.00	18.00	23,000.56
					Total Order Value . . .	**48,000.63**

Rupees : Fourty Eight Thousand and Paise Sixty Three Only.

Terms and Conditions :-

Specification / Brand	Brand will be WESTERN, Model as mentioned above Bottle cooler-167 liters capacity, Size 514x549x1265mm, Ice cream freezer glass top two door, 760x695x795mm size.
Payment Terms	100% advance payment
Tax	GST included in the above prices
Delivery Date	With in 3 days
Delivery Location	May Flower Platinum Sy 82/1, Mallapur, Nacharam. Phone. 7680971999
Penality For Delay	Nil
Transportation Cost	Extra as per actuals
Warranty	One year
Advance Paid	Rs. 48,000-00 by cheque/ RTGS...........
Other Terms	We reserve the right to reject items not conforming to quality and specifications, Damage is in suppliers account above order is for Club house 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 ***SS Commercials***

Date : __/__/___

Tax Invoice

SS COMMERCIALS #-30-71/4/64,GROUN FLOOR PADMAVATHI NAGAR,KANAJIGUDA TIRUMALAGIRI,SECUNDRABAD HYDERABAD GSTIN/UIN: 36AZRPT6348Q1Z1 State Name : Telangana, Code : 36 Contact : 04027999132,9642227132 Fax : 04027999132 E-Mail : sscommercialshyd@gmail.com	Invoice No. **342**	Dated **2-Aug-22**
	Delivery Note	Mode/Terms of Payment
	Reference No. & Date.	Other References
Consignee (Ship to) **MODI PROPERTIES PVT.LTD.** MAY FLOWER PLATINAM,SY NO.82/1,MALLAPUR. , NACHARAM. GSTIN/UIN : 36AABCM4761E1ZM State Name : Telangana, Code : 36 Contact : 9502277299	Buyer's Order No. 88293	Dated
	Dispatch Doc No.	Delivery Note Date
	Dispatched through **VEHICLE**	Destination **MALLAPUR**
	Bill of Lading/LR-RR No. **dt. 2-Aug-22**	Motor Vehicle No. **TS08UF5125**
Buyer (Bill to) **MODI PROPERTIES PVT.LTD.** 5-4-187/3&4,2nd FLOOR,M.G ROAD,SECUNERABAD. GSTIN/UIN : 36AABCM4761E1ZM State Name : Telangana, Code : 36 Contact : 9502277299	Terms of Delivery	

Sl No.	Description of Goods	HSN/SAC	GST Rate	Quantity	Rate (Incl. of Tax)	Rate	per	Amount
1	**SRC200GL** *SERIAL NO:31305220600258*	84185000	18 %	**1 NOS**	25,499.80	21,610.00	NOS	**21,610.00**
2	**WHF250G** *SERIAL NO:31221220601258*	84185000	18 %	**1 NOS**	24,249.00	20,550.00	NOS	**20,550.00**
								42,160.00
	Output Cgst							**3,794.40**
	Output Sgst							**3,794.40**
	Round Off							**0.20**
	Total			**2 NOS**				**₹ 49,749.00**

Amount Chargeable (in words) *E. & O.E*

INR Forty Nine Thousand Seven Hundred Forty Nine Only

HSN/SAC	Taxable Value	CGST		SGST/UTGST		Total Tax Amount
		Rate	Amount	Rate	Amount	
84185000	42,160.00	9%	3,794.40	9%	3,794.40	7,588.80
Total	**42,160.00**		**3,794.40**		**3,794.40**	**7,588.80**

Tax Amount (in words) : **INR Seven Thousand Five Hundred Eighty Eight and Eighty paise Only**

"TRUE COPY"

Company's Bank Details
Bank Name : **IDBI BANK**
A/c No. : **0888102000005425**
Branch & IFS Code : **QUTHBULLAPUR & IBKL0000888**

for SS COMMERCIALS

Authorised Signatory

Declaration
* GOODS ONCE SOLD CANNOT BE TAKEN BACK OR EXCHANGED AT ANY CIRCUMSTANCE
* WESTERN SERVICE CALL CENTER : 7045017000