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

PO no: 68136	PO date	20-06-2020	Req no:	11744	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: Full material received & MRN not done at site

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: 2,86,740.00	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: Advance Payed

Prepared by: MD. Khaja Mohin	Sign: MD. Khaja Mohin	Date: 25-11-23

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.	014	04/09/2020	2,86,740/-	
2.				
3.				
4.				
5.				

Remarks: Certified true copy received from vendor, Please approve for close PO.

Prepared by: Ravi	Sign: [signature]	Date: 25/11/2023

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: W

APPROVED BY
27 NOV 2023
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

 25-11-2023 12:33:30 PM Original / Office Copy / Purchase Div.Copy

From Company : **Modi Properties Pvt.Ltd.**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
T I N No. : 36AABCM4761E1ZM

Supplier Details			
Sharda Industries Flat no:158, 3rd floor Rajpura Gurmandi Delhi-110007,India.	**Doc No**	68136	11744
	Doc Date	20-06-2020	
	Quote No	Nil	
	Quote Date	20-06-2020	
09315724194,08368288026	**SupplyType**	Supply	

Kind Attn : Mr.Ashish kumar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	VAT%	Amount
1	5214 - Equipment - machinery - Stone cutting Machine - NA - Nos *Jaw Crusher 16"x20" 250mm 0 To 50mm 10HP Motor*	1.00	235,000.0	0.00	18.00	277,300.00
					Total Order Value . . .	**277,300.00**

Rupees : Two Lakh(s) Seventy Seven Thousand Three Hundred Only.

Terms and Conditions :-

Specification / Brand	As per details given in the quotation.
Payment Terms	10% as advance & balance 90% on dispatch of materials.
Tax	All taxes included in above price.
Delivery Date	On or before 05.07.2020
Delivery Location	May Flower Platinum Sy 82/1, Mallapur, Nacharam. Phone. 7680971999
Penality For Delay	Nil
Transportation Cost	Transport cost shall be borne by us.
Warranty	1 Year
Advance Paid	Rs 23500/-Advance RTGS
Other Terms	Nil
Completion Date	NA
Measurment	Nil
Security	You shall be responsible for your material at our site against theft or damage. Lockable rooms shall be provided on request.
Remarks	

For ***Modi Properties Pvt.Ltd.***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Sharda Industries***

Name : ____________

Name : ____________

Date : __/__/____

014

GSTIN : 07BONPK9005D2ZY

TAX INVOICE

SHARDA INDUSTRIES

House No-27, Gali No-5, B-Block, Kewal Park, Rameshwar Nagar, Delhi-33 India
Contact: 09315724194, 08368288026 E-mail : shardaindustries81@gmail.com

Invoice No ....
Date 04/09/2020
Order No. 68136
Date 20/06/2020

Billing Details	Shipping Details
M/s Modi Properties Pvt Ltd.	M/s
Add 5-4-187/3, 84, IInd floor M.G. Road, Secunderabad - 500003	Add
State Telangana State Code 36	State ..... State Code .....
GSTIN 36AABCM4761E1ZM	GSTIN

S.No.	Description of Goods	HSN Code	Qnty	Rate	Amount	IGST
1	Jaw Crusher 10"x20", 10HP motor complete	8474	1 NS	2,35,000	2,35,000	

OUR BANK DETAILS
IDFC FIRST BANK., D-2/3, Model Town-3, New Delhi-110009
AC : 10050863995 IFSC CODE: IDFB0040101

Transport Name TCI Freight
Vehicle No ....
G R No .... Cases 1, Machine
Date & Place of Supply ....

Total Invoice Amount in Words two lac Eighty thousand Seven hundred forty only

ST Reverse Charge YES ☐ NO ☐

Total Amount before Tax Rs.	2,35,000/-
Packing / Forwarding	8,000/-
CGST@ ..... %	
SGST@ ..... %	
IGST@ 18 %	43,740/-
Total Tax Amount	
Total Amount After Tax Rs.	2,86,740/-

Terms & Conditions :
1. GST @ 18% extra
2. Packing & transportation charge extra
3. Payment 50% advance and 50% before delivery
4. Delivery 7 to 10 days after receiving p.o
5. 1 year warranty

E. & O.E.

"TRUE COPY"

For **SHARDA INDUSTRIES**

Auth. Signatory