

Form for closure of purchase order

Data required from site/engineers: <u>Greens Towers - MCS.</u>					
PO no.:	<u>81310.</u>			PO date:	<u>05/10/2021.</u>
Req. no.:	<u>183215</u>			Req. date:	<u>01/10/2021.</u>
Material received	☐ Part ☒ Full			MRN nos.:	
If material partially delivered then can balance material be ordered by new requisition/PO	☐ No further material required and PO can be closed. ☐ No material cannot be ordered by new PO. ☐ PO can be closed and balance material can be ordered by new requisition.			Can PO be closed?	☒ Yes ☐ No
Remarks by engineer: <u>Material Received at Site / cash purchase</u>					
Notes: 1. Provide details of material received by way of separate attachment. 2. Provide hardcopy of DCs/proof of delivery + PO. 3. Provide copies of invoices if available. 4. This entire set to be sent by way of hard copy to Ashaiya.					
Prepared by	Sign	Date	Project manager	Sign	Date
<u>meenakshi</u>	<u>[Signature]</u>	<u>04/03/22</u>	<u>meenakshi</u>	<u>[Signature]</u>	<u>04/03/22</u>
Data required from accounts:					
Are any bills received wrt to this PO.			☐ Yes for full PO ☐ Yes for part of PO ☒ No.		
Scan ID nos. of advice for credit to supplier					
Remarks by Accountants: <u>Bill not received</u>					
Notes: 1. Accountants to attach hard copy of purchase voucher.					
Prepared by	Sign	Date	Accounts manager (approval required for PO more than 10k)	Sign	Date
<u>keethana</u>	<u>[Signature]</u>	<u>05/03/22</u>			
Action taken by purchase:					
Status of PO			☐ PO closed and email sent to supplier. ☐ PO open material awaited.		
Status of proof of delivery:			☐ Proof of delivery received. ☐ Proof of delivery not available with site or purchase.		
Original barcoded PO available			☐ Yes ☐ No – certified copy received from accounts.		
Original bill available			☐ Yes ☐ No – certified copy obtained from supplier.		
Supplier's ledger available			☐ Yes ☐ No		
Advice for credit to supplier			☐ Prepared for entire PO ☐ Part of PO and PO closed. ☐ Prepared for part of PO and balance material awaited.		
Remarks by purchase:					
Prepared by	Sign	Date	Purchase manager	Sign	Date
				<u>nnn</u>	
Notes: 1. Purchase to attach hard copies of 'advice for credit to supplier'. 2. In case advice for payment to supplier cannot be prepared (material not delivered or other reasons) attach this note to original PO, original requisition, original bill and proof of delivery and send to MD.					



Purchase Order

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05-10-2021 11:08:51

81310
05.10.21 5:00:31

From Company : **Mody Consultancy Services**
5-4-187/3&4, II Floor, M.G.Road, Secunderabad-500003.
G S T No. :

Supplier Details

Ganji Venkannah & sons (Asian Paints)
#5-5-97/2, Ganji chambers, Ranigunj, Secunderabad-500003 A.P.India.

GSTIN 36AABFG9288K1ZT
27710339,27719935,277807357

040-40146505

Doc No	81310	183215
Doc Date	05-10-2021	
Quote No	Nil	
Quote Date	05-10-2021	
SupplyType	Supply	

Kind Attn : Mr.Ganji Ashok

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 6528 - Paints - Enamel - NA - ltrs 1ltrs (PO red)	1.00	228.81	0.00	18.00	270.00
2 6528 - Paints - Enamel - NA - ltrs 1ltrs (red oxide Primer)	1.00	148.30	0.00	18.00	174.99
3 6596 - Paints - Turpentine Oil - NA - ltrs 1ltrs	1.00	72.03	0.00	18.00	85.00
Total Order Value . . .					529.99

Rupees : Five Hundred Twenty Nine and Paise Ninty Nine Only.

Terms and Conditions :-

Specification / All items shall be of 1st quality.

Payment Terms After Delivery & Production of bill

Tax All taxes included in above price.

Delivery Date Next day.

Delivery Location Greens Towers
Begumpet Main Road, Hyd. Opp. Hyderabad Public School.
Phone. 66335551

Penalty For Delay Nil

Transportation Transport cost shall be borne by us.

Warranty Nil

Advance Paid Nil

Other Terms We reserve the right to reject items not conforming to quality and specifications. Above order for Green towers fire pipe replacement purpose.

Completion Date Nil

Measurment Nil

Security Nil

Remarks

For **Mody Consultancy Services**

Authorised Signatory

Name : _____

Contact : -

Accepted the above Terms And Conditions

For **Ganji Venkannah & sons (Asian Paints)**

Name : _____

Date : ____/____/____