

Form for closure of purchase order

Data required from site/engineers:

PO no.:	82400	PO date:	19/10/21
Req. no.:	187817	Req. date:	28/10/21
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:

Material not delivered cancel the po

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
Janake	AJ	4/3/21	M. Ramprasad	[Signature]	4/3/22

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:

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
Rajalambh	Ar	5/3/21			

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
				nnn	

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.

CANCELLED

6/03/22

Purchase Order

Page(s) 1 Of 1

08-11-2021 17:02:34

Orig



82400

30.10.21 11:22:45

From Company : **Modi Reality Mallapur LLP**
5-4-187/3&3, II nd floor, Soham Mansion, MG Road, Secunderabad.
G S T No. : 36AAEFM1459R1ZP

Supplier Details			
Sri Balaji Enterprises H,no.14-1-418, Near ROCKET Ground,New Aghapura Hyderabad-500001 GSTIN 36AEIPJ0494H1ZF 9030605690	Doc No	82400	187817
	Doc Date	19-10-2021	
	Quote No	Nil	
	Quote Date	28-10-2021	
	SupplyType	Supply	

Kind Attn : Mr.Seetaram Joshi

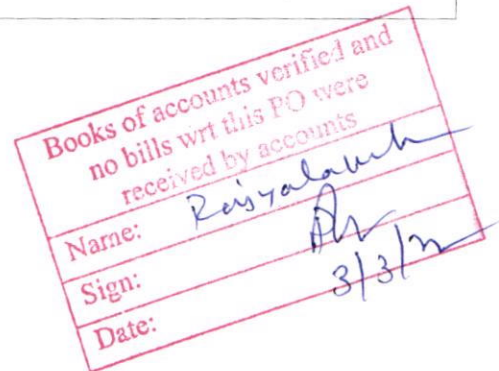
Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 9598 - Tools - Bracket - NA - Nos 1" x 1" L Patti	340.00	3.00	0.00	18.00	1,203.60
2 2156 - Carpentry - hardware - S.S. Screws - other - pkts 75 x 5mm 100 Per Pkt	4.00	250.00	0.00	18.00	1,180.00
3 2156 - Carpentry - hardware - S.S. Screws - other - pkts 25 x 5mm- 100 Per Pkt	10.00	110.00	0.00	18.00	1,298.00
4 2156 - Carpentry - hardware - S.S. Screws - other - pkts 35 x 5 mm - 100 Per Pkt	10.00	150.00	0.00	18.00	1,770.00
5 2156 - Carpentry - hardware - S.S. Screws - other - pkts 32 x 8 mm - 100 per pkt	10.00	130.00	0.00	18.00	1,534.00
Total Order Value . . .					6,985.60

Rupees : Six Thousand Nine Hundred Eighty Five and Paise Sixty Only.

Terms and Conditions :-**Specification / Brand** As per details given in the quotation.**Payment Terms** After Delivery & Production of bill**Tax** Inclusive of all taxes**Delivery Date** Next Day.

Delivery Location Gulmohar Residency
Survey No 19, Mallapur, Hyderabad. NExt to NFC Railway Over Bridge
Phone. Contact: Security _____, Admin 9502211011

Penalty For Delay Nil**Transportation Cost** 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 door frames fixing D block3rd floor work purpose at GMR site.**Completion Date** Nil**Measurment** Nil**Security** Nil**Remarks**For **Modi Reality Mallapur LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Sri Balaji Enterprises**

Name :

Name : _____

Date : __/__/__

1323

Company Name:

Site & Phase :

Supplier

Material required before date

Modi realty Mallapur LLP

GMR

Date

Time

Req No

ID No.

28.10.2021

10:50

187817

70718

Inward No Date

No	Description	Size	Quantity	Units	Inward No	Date
1	MS 1 angle (2mm Thickness)	3/4"	05	Length		
2	MS 1 angle Bracket	1"x1"	340	No's	82252	
3	Sheet board SS Star Screw	75x5 mm	450	No's		
4	Sheet board SS Star Screw	25x5mm	1000	No's		
5	Sheet board SS Star Screw	35x5mm	1000	No's		
6	MS Hold Fast	5"	50	Kgs		
7	Hold fast SS Star Screw	32x8mm	1000	No's		
8	Araldite	1 Kgs	1	No's	82400	
10						
11						

Remarks: For Door Frames bottom fixing D-blocks 3rd Floor work purpose at GMR site .

Prepared By : M.Deepa
Sign. & Date : 28.10.2021

Approved by : Ram prasad
Sign. & Date : [Signature]

APPROVED
09 NOV 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE

APPROVED
28 OCT 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE