

Form for closure of purchase order

Data required from site/engineers:

PO no.:	81810	PO date:	19/10/21
Req. no.:	187568	Req. date:	13/10/21
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: Close Po material not received			

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
Janaki	AS	4/3/22	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
P. Rajalakshmi	AA	5/3/22			

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

5/3/22

Purchase Order



19.10.21 5:27:32

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25-10-2021 11:21:57 AM

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	81810	187568
Doc Date	19-10-2021	
Quote No	Nil	
Quote Date	13-10-2021	
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	500.00	3.00	0.00	18.00	1,770.00
2 2156 - Carpentry - hardware - S.S. Screws - other - pkts 75 x 5mm 100 Per Pkt	20.00	250.00	0.00	18.00	5,900.00
3 2156 - Carpentry - hardware - S.S. Screws - other - pkts 25 x 5mm- 100 Per Pkt	20.00	110.00	0.00	18.00	2,596.00
4 2156 - Carpentry - hardware - S.S. Screws - other - pkts 35 x 5 mm - 100 Per Pkt	20.00	150.00	0.00	18.00	3,540.00
5 2156 - Carpentry - hardware - S.S. Screws - other - pkts 32 x 8 mm - 100 per pkt	20.00	130.00	0.00	18.00	3,068.00
Total Order Value					16,874.00

Rupees : Sixteen Thousand Eight Hundred Seventy Four Only.

Terms and Conditions :-

Specification / 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 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 C block work purpose at GMR site.

Completion Date Nil

Measurment Nil

Security Nil

Remarks

Books of accounts verified
no bills to be raised
Name: Sri Balaji Enterprises
Sign: [Signature]
Date: 3/3/22

For **Modi Reality Mallapur LLP**

Authorised Signatory

Name : _____

Accepted the above Terms And Conditions

For **Sri Balaji Enterprises**

Name : _____

Date : ____/____/____

Company Name

Modi realty Mallapur LLP

Date:

13.10.2021

Site & Phase

GMR

Time:

10:50

Supplier

Req. No.

187568

Material required before date:

16.10.2021

ID No.

70348

No	Description	Size	Quantity	Units	Inward No	Date
1.	MS L angle (2mm Thickness)	3/4"	10	Length		
2.	MS L angle Bracket	1"x1"	500	No's		
3.	Sheet board SS Star Screw	75x5 mm	2000	No's		
4.	Sheet board SS Star Screw	25x5mm	2000	No's		
5.	Sheet board SS Star Screw	35x5mm	2000	No's		
6.	MS Hold Fast	5"	100	Kgs		
7.	Hold fast SS Star Screw	32x8mm	2000	No's		
8.	Araldite	1 Kgs	2	No's		
9.						
10.						
11.						

Remarks: For Door Frames bottom fixing C blocks 2nd Floor work purpose at GMR site .

Prepared By :

A.Sravani

Approved by

Sign. & Date :

13/10/2021

Sign. & Date



13 OCT. 2021

[Signature]