Form for closure of purchase order

Data required from site/engineers:			
PO no.:	82672	PO date:	16/11/21
Req. no.:	187907	Req. date:	15/11/21
		MRN nos.:	
Material received	□ Part □ Full		
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	Aj	4/3/22	M. Ram prasad	[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
Rajyalakshmi	[signature]	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

505/w

Purchase Order

    16-11-2021 4:07:32 PM   Origi

82672
12.11.21 5:07:44

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			
KPR INFRA	**Doc No**	82672	187907
H NO 1-2-6/1&2ETT/201,Kakatiyanagar,Habsiguda,Medchal-Malkajgiri,Telangana.	**Doc Date**	16-11-2021	
	Quote No	NIL	
	Quote Date	16-11-2021	
9640496402	**SupplyType**	Supply	

Kind Attn : Purshottam Reddy

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST%	Amount
1	1013 - Building material - Ready Mix Concrete - NA - cu. mtrs. *M-15*	20.00	3,200.00	0.00	0.00	64,000.00
			Total Order Value . . .			**64,000.00**

Rupees : Sixty Four Thousand Only.

Terms and Conditions :-

Specification / Brand	All items shall be of ___ brand/company
Payment Terms	Within 30 days of delivery.
Tax	All taxes included in above price.
Delivery Date	Next Day.
Delivery Location	Gulmohar Residency Survey No 19, Mallapur, Hyderabad. NExt to NFC Railway Over Bridge Phone. Contact: Security _______, Admin 9502211011
Penality For Delay	Nil
Transportation Cost	Included in the above price.
Warranty	Nil
Advance Paid	NIL
Other Terms	Payment as per actual receipt of material.Above material for E & F Block driveway footings work purpose.
Completion Date	NA
Measurment	Nil
Security	Nil
Remarks	Delivery at Mallapur GMR Contact Person Mr Ramprasad-8309938133.

For MDs APPROVAL
☐ High Value/quantity beyond limits.
☑ Po/Req. processed-post approval.
☐ Approval for technical details/clarification
☐ Replenishing SSLLP stock
☐ Other

APPROVED BY
18 NOV 2021
SOHAM MODI
MANAGING DIRECTOR

Books of accounts verified and no bills wrt this PO were received by accounts
Name: Rajalakshmi
Sign:
Date: 3/3/22

For *Modi Reality Mallapur LLP*
Authorised Signatory
Name : 16/11/2021

Name : ________________

Accepted the above Terms And Conditions
For *KPR INFRA*

Date : __/__/____