Form for closure of purchase order

Data required from site/engineers:			
PO no.:	84065	PO date:	30/12/21
Req. no.:	192567	Req. date:	27/12/21
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	Aj	4/3/22	M. Ramprasad		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		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

5/03/22

Form for closure of purchase order dt 3-3-22 ver2

Purchase Order

 05-03-2022 14:28:43 Original / Office Copy / Purchase Div.Copy

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				
Praful Sanitary		**Doc No**	84065	192567
3-6-138/5, Himayat Nagar, Hyderabad.		**Doc Date**	30-12-2021	
		Quote No	NIL	
GSTIN 36ACWPG864A1ZG	40077300	***Quote Date***	*27-12-2021*	
65526886.	9849624797	**SupplyType**	Supply	

Kind Attn : Mr. Ashish Gupta

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	10041 - Plumbing - PVC - PVC Rigid Pipe - 4 In - len *20' length*	20.00	4,098.98	49.00	18.00	49,335.32
2	10184 - Plumbing - PVC - Reducer - NA - Nos *4" x 3"*	30.00	169.72	51.00	18.00	2,943.96
				Total Order Value . . .		**52,279.29**

Rupees : Fifty Two Thousand Two Hundred Seventy Nine and Paise Twenty Nine Only.

Terms and Conditions :-

Specification /	All items shall be of Sudhkhar brand
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
Penality For Delay	Nil
Transportation	Extra as per actuals
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for External plumbiing material for rain water A block work purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	Original invoice + Copy of proof of delivery is required to process invoice for payment. DO NOT send original invoice to site. Original invoice must be sent to HO office or purchase site office. Proof of delivery/DC can be sent by email.

For ***Modi Reality Mallapur LLP***

Authorised Signatory

Accepted the above Terms And Conditions.

For ***Praful Sanitary***

Name : ______________________

Name : ______________________

Date : __/__/____

Purchase Order

site. Original invoice must be sent to HO office or purchase site office. Proof of delivery/DC can be sent by email.

For ***Modi Reality Mallapur LLP***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Sri Balaji Enterprises***

Name : ____________________________ Name : ____________________________ Date : __/__/____

Purchase Order

Page(s) 1 Of 1 03-01-2022 3:29:11 PM Original 84065 5:44:06

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

Praful Sanitary
3-6-138/5, Himayat Nagar, Hyderabad.

GSTIN 36ACWPG864A1ZG 40077300
65526886. 9849624797

Doc No	84065	192567
Doc Date	30-12-2021	
Quote No	NIL	
Quote Date	27-12-2021	
SupplyType	Supply	

Kind Attn : Mr. Ashish Gupta

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Security	Nil
Remarks	Original invoice + Copy of proof of delivery is required to process invoice for payment. DO NOT send original invoice to site. Original invoice must be sent to HO office or purchase site office. Proof of delivery/DC can be sent by email.

Books of accounts verified and no bills wrt this PO were received by accounts,
Name: Rajyalakshmi
Sign:
Date: 03-03-22

For *Modi Reality Mallapur LLP*
Authorised Signatory

Name : _______________

Accepted the above Terms And Conditions
For ***Praful Sanitary***

Name : _______________

Date : __/__/____

Requisition Form

Company Name:	MODI REALTY MALLAPUR LLP	Date:	27.12.21
Site & Phase :	GULMOHAR RESIDENCY	Time:	17:10
Supplier		Req. No.	192567
Material required before date:	28.12.21	ID No.	72417

No	Description	Size	Quantity	Units	Inward No	Date
1.	PVC Rigid pipe (20' length)	4"	20	No's		
2.	PVC Reducer	4"x3"	30	No's		
3.						
4.						
5.						
6.						
7.	84065					
8.						
9.						
10.						

Remarks: for external plumbing material for rain water A-block work at GMR site

Prepared By	M.Deepa	Approved by	
Sign.& Date	27.12.21	Sign. & Date	

Note:

Rahul

APPROVED BY
27 DEC 2021
M. RAM PRASAD
PROJECT MANAGER

APPROVED
03 JAN 2022
P. PR...
Sr. MANAGER PURCHASE