

Form for closure of purchase order

Data required from site/engineers:					
PO no.:	83926			PO date:	27/12/21
Req. no.:	192503			Req. date:	8/12/21
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
Janki	AP	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
Rajyalaksh	AP	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

Page(s) 1 Of 1

05-03-2022 16:15:53

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

V. Anand
#4-20/2, B.N. Reddy colony, Cherlapally.

GSTIN 36AHTPV0930A1ZB

9908606185

Doc No	83926	192503
Doc Date	27-12-2021	
Quote No	Nil	
Quote Date	27-12-2021	
SupplyType	Supply	

Kind Attn : Mr. V. Anand

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 7672 - Stationery - other - Board - NA - nos <i>Pin board with Velvet cloth</i>	10.00	1,000.00	0.00	18.00	11,800.00
Total Order Value . . .					11,800.00

Rupees : Eleven Thousand Eight Hundred Only.

Terms and Conditions :-**Specification / Brand** All items shall be of 1st quality. Pin board size - 44" x 24" x 20mm & Velvet cloth size - 50" x 30".**Payment Terms** After delivery and installation**Tax** All taxes included in above price.**Delivery Date** Within 2days**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** Included in above price.**Warranty** 1yr on workmanship.**Advance Paid** Nil**Other Terms** We reserve the right to reject items not conforming to quality and specifications. Above order for Work stations for engineers site office purpose.**Completion Date** Nil**Measurment** Final payment as per actual measurements on site.**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 invoices must be sent to HO office or purchase site office. Proof of delivery/DC can be sent by email.'

Accepted the above Terms And Conditions

For **Modi Reality Mallapur LLP**For **V. Anand**

Authorised Signatory

Date : __/__/__

Name : _____

Name : _____

Purchase Order

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27-12-2021 13:40:01



83926

5:35:32

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5-4-187/3&3, II nd floor, Soham Mansion, MG Road, Secunderabad.
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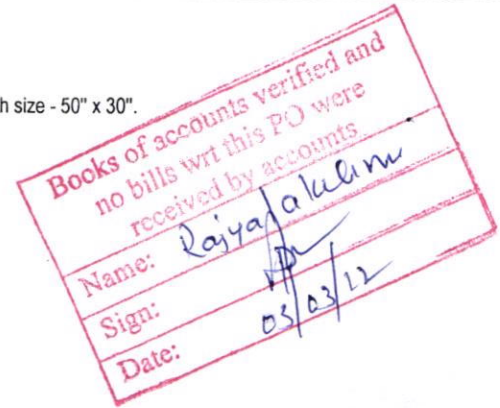
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Transportation Cost	Included in above price.
Warranty	1yr on workmanship.
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for Work stations for engineers site office purpose.
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For **Modi Reality Mallapur LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **V. Anand**

Name : _____

Name : _____

Date : ____/____/____