

Form for closure of purchase order

Data required from site/engineers:					
PO no.:	83412			PO date:	8/12/21
Req. no.:	187996			Req. date:	4/12/21
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
Enaki	Ar	4/3/22	M. Ramprasad	P. Ar	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
Lajyalaksh	Ar	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

Doshu

Purchase Order



83412

09.12.21 3:16:08

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08-12-2021 1:10:46 PM

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

Supplier Details

Hi-Tech Infra Projects
Sy.No. 49/2 Haridaspally,Dammaiguda-500083

9160191602

Doc No	83412	187996
Doc Date	08-12-2021	
Quote No	NIL	
Quote Date	08-12-2021	
SupplyType	Supply	

Kind Attn : Mr Narender Goud

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-20	50.00	3,700.00	0.00	0.00	185,000.00
Total Order Value . . .					185,000.00

Rupees : One Lakh(s) Eighty Five Thousand Only.

Terms and Conditions :-

Specification / Brand Concrete mix shall be of hitech Ready Mix Concrete**Payment Terms** Within 30 days of delivery.**Tax** Inclusive of all taxes**Delivery Date** As per request of project manager/engineer. Contact ____ on ____

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

Penalty For Delay Bills must be submitted to H.O. within 30 days of supply of material.10%ply on value of order will be deducted in delay submission of bill.**Transportation Cost** Included in the above price.**Warranty** Nil**Advance Paid** Nil**Other Terms** Final payment acc. to actual qty supplied as per batch sheet/report to be sent.Confirmation & check of qty to be done by site engg.Above Order for driveway b/w B&C Blocks purpose.**Completion Date** Nil**Measurment** Nil**Security** Nil**Remarks** Delivery at GMR Mallapur Contact Person Mr Ramprasad-8309938133.

For MDs APPROVAL

- ☐ High Value/quantity beyond limits.
☒ Po/Req. processed-post approval.
☐ Approval for technical details/clarification
☐ Replenishing SSLP stock
☐ Other

APPROVED BY

09 DEC 2021

SOHAM MODI
MANAGING DIRECTOR

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 :
08/12/2021

Accepted the above Terms And Conditions

For **Hi-Tech Infra Projects**

Name : _____

Date : ____/____/____