

Form for closure of purchase order

Data required from site/engineers:

PO no.:	82874	PO date:	23/11/21
Req. no.:	187921	Req. date:	17/4/21
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: Cancel the po			

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
Prakr	Aj	4/3/22	M. Ramprasad	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
Rajalekh	Ah	5/3/22			

Action taken by purchase:

Status of PO

Status of proof of delivery:

Original barcoded PO available

Original bill available

Supplier's ledger available

Advice for credit to supplier

Remarks by purchase:

- ☐ PO closed and email sent to supplier.
☐ PO open material awaited.
☐ Proof of delivery received.
☐ Proof of delivery not available with site or purchase.
☐ Yes
☐ No – certified copy received from accounts.
☐ Yes
☐ No – certified copy obtained from supplier.
☐ Yes
☐ No
☐ Prepared for entire PO ☐ Part of PO and PO closed.
☐ Prepared for part of PO and balance material awaited.

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.

Cancel po
50x22
CANCELLED

Purchase Order

82874

23.11.21 11:48:24

PY

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

Mr. Yousuf Ali
 #2-2-50/A/1, Rahat Nagar, Amberpet, Hyderabad - 500013

GSTIN 36AFBPY8773N1ZE

9885864330

Doc No	82874	187921
Doc Date	23-11-2021	
Quote No	Nil	
Quote Date	19-07-2021	
SupplyType	Supply And Installation	

Kind Attn : Mr. Yousuf Ali

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 6022 - Miscellaneous - False Ceiling - NA - sft Gypsum False Ceiling - Plain	1,100.00	36.00	0.00	18.00	46,728.00
Rupees : Fourty Six Thousand Seven Hundred Twenty Eight Only.					Total Order Value . . . 46,728.00

Terms and Conditions :-

Specification / Brand Above rate as per guideline cir.no.852(E) dtd. 19-07-2021 issued by our M.D. and accepted by contractor. Above rates are inclusive of all.

Payment Terms After Delivery & Production of bill

Tax All taxes included in above price.

Delivery Date Within 4days.

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 completion of work. 10% pty on value of order will be deducted for delay in submission of bills.

Transportation Cost Included in the above price.

Warranty One year on workmanship

Advance Paid Nil

Other Terms We reserve the right to reject items not conforming to quality and specifications. Above order for Flat no. B- 603.

Completion Date Work to be completed in 4days. Penalty of 5% of order value per week shall be levied for delay.

Measurement Payment will be made as per measurement of laid and fixed material. Wastage at suppliers cost.

Security Supplier shall be responsible for security and storage of material at site at its risk and cost.

Remarks

For **Modi Reality Mallapur LLP**

Authorised Signatory

Name : _____

26/11/2021

Accepted the above Terms And Conditions

For **Mr. Yousuf Ali**

Name : _____

Date : ___/___/___

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Company Name:		MODI REALTY MALLAPUR LLP		Requisition Form		
Site & Phase :		GULMOHAR RESIDENCY		Date:	17.11.2021	
Supplier		Yusaf Ali		Time:	10:45	
Material required before date:		Urgent		Req. No.	187921	
				ID No.	71287	
No	Description	Size	Quantity	Units	Inward No	Date
1.	Plain false ceiling	1100 sft	01	flats		
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

82874

Remarks: For false ceiling work purpose at B-603 GMR site .

Prepared By	A.Sravani	Approved by	Ram Prasad
Sign. & Date	17.11.2021	Sign. & Date	28.09.2021
Note:			

