

Form for closure of purchase order

Data required from site/engineers:

PO no.:	82295	PO date:	2-11-21
Req. no.:	94939	Req. date:	1-11-21
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:	Requisition (94939) Cancelled by site P.Y		

Notes: 1. Provide details of material received by way of separate attachment. 2. Provide hardcopy of DCs/proof of delivery. 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
S. S. S. S.		28/2/22	S. S. S. S.		28/2/22

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:	Bill not received yet

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
G. R. R. R.		04/03/22			

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

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.

Close PO!
Cancelled!

APPROVED BY
05 MAR 2022
SOHAM MOJI
MANAGING DIRECTOR

Purchase Order



30.10.21 11:22:28

From Company : **Modi Realty Genome Valley LLP**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36ABFFM3063P1ZU

Supplier Details

Sri Sai Vishal Enterprises
12-13-167, Street no 17, Tarnaka, Medchal, Malkajgiri,
Telangana-500017.

GSTIN 36ACZPL1512H1ZF

9391029193

9391029193

Doc No 82295 94939
Doc Date 02-11-2021
Quote No Nil
Quote Date 19-05-2021
SupplyType Supply

Kind Attn : Akula Lakshmi

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 1005 - Building material - Cement Solid Blocks - 6 In x8 In x16 In - nos	300.00	31.00	0.00	0.00	9,300.00

Total Order Value . . . 9,300.00

Rupees : Nine Thousand Three Hundred Only.

Terms and Conditions :-

Specification / Items shall be of 25kgs approx Strength minimum 30kgs/cm2. QC report a must!

Payment Terms Within 30 days of delivery of all materials & production of bill.

Tax All taxes included in above price.

Delivery Date As per request of Project Manager

Delivery Location Bloomdale Residency at Genome Valley
Murharipalli, servey no-31 & 32
Phone. Madhu Site Engineer - 9502211499.

Penalty For Delay Bills must be submitted to H.O. within 30days of supply of material. 10% pty on value of order will be deducted for delay in submission of bills.

Transportation Included in the above price.

Warranty Nil

Advance Paid Nil

Other Terms We reserve the right items not confirming to qty & specs. Breakage in your account. Above order for curb stone laying purpose.

Completion Date Nil

Measurment Nil

Security Nil

Remarks

For **Modi Realty Genome Valley LLP**

Authorised Signatory

Name :

Name :

Accepted the above Terms And Conditions

For **Sri Sai Vishal Enterprises**

Date : / /

Purchase Order



82295

30.10.21 11:22:28

Page(s) 1 Of 1

02-11-2021 12:39:15

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G S T No. : 36ABFFM3063P1ZU

Supplier Details

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Warranty Nil

Advance Paid Nil

Other Terms We reserve the right items not confirming to qty & specs. Breakage in your account. Above order for curb stone laying purpose.

Completion Date Nil

Measurment Nil

Security Nil

Remarks

Books of accounts verified and
no bills wrt this PO were
received by accounts
Name: G. Paramesh
Sign: G. Paramesh
Date: 28/02/22

Not Received yet.

CANCELLED

APPROVED BY
05 MAR 2022
SOHAM MODI
MANAGING DIRECTOR

For **Modi Realty Genome Valley LLP**

Authorised Signatory

Name : _____

Name : _____

Date : ____/____/____

Accepted the above Terms And Conditions

For **Sri Sai Vishal Enterprises**

1213

Requisition Form - Cement Blocks						
Company	MRGV		Site & Phase	BRGV		
Req. no.	94939		Req. Date	01.11.2021		
Material required before	03.11.2021		ID no.	70837		
Prepared by:	Pushpalatha		Approved by (sign):	T. Madhu		
Flat / Block no:	Towards Curbstone laying purpose at BRGV.					
S No.	Falt / villa type	Units	No. of flats / villas	Requirement per flat / villa - 6" Cement blocks (16"x8"x6")	Requirement per flat / villa - 4" Cement blocks (16"x8"x4")	Qty required - 6" Cement blocks (16"x8"x6")
1	Type A - 3BHK - 1,210 sq ft	Nos	-	1,261.0	1,082.0	-
2	Type C - 2BHK - 1,110 sq ft	Nos	-	1,145.0	980.0	-
3	Type C - 1BHK - 540 sq ft	Nos	-	755.0	420.0	-
4	Type D - 2BHK - 840 sq ft	Nos	-	560.0	140.0	-
	Total					
S No.	Item Description	Units	Qty required	Stock at site	Balance Qty to be ordered	
1	Hollow Brick 4"x8"x16"	Nos	2,000.0	-	-	
2	6" Cement blocks (16"x8"x6")	Nos	-	-	300.0	
3	4" Cement blocks (16"x8"x4")	Nos	-	-	-	
	Total		2,000		300	

Note: 10% of blocks must be half size

APPROVED
11 NOV 2021
Sr. Manager Building