

Form for closure of purchase order

Data required from site/engineers:			
PO no.:		PO date:	
Req. no.:		Req. date:	
Material received	<input type="checkbox"/> Part <input type="checkbox"/> Full	MRN nos.:	
If material partially delivered then can balance material be ordered by new requisition/PO	<input type="checkbox"/> No further material required and PO can be closed. <input type="checkbox"/> No material cannot be ordered by new PO. <input type="checkbox"/> PO can be closed and balance material can be ordered by new requisition.	Can PO be closed?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Remarks by engineer:

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

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

Action taken by purchase:

- Get certified bill from supplier (not original).
- Prepare bill in SLLP for material supplied.
- Get proof of delivery from site.
- Barcoded PO missing – get certified copy from Accounts.
- Thereafter, prepare advice to credit to supplier and send to HO for processing.
- Close PO Keep PO open. Material awaited
- Send barcoded PO to MDs desk. PO to be closed thereafter.
- Accounts to be reconciled with supplier. Suppliers ledger required from 1.4.2021.
- Accounts to be reconciled with supplier. Suppliers ledger required from 1.4.2020.
- RMC supplier – suppliers ledger required from 1.4.2020. Process bill after thoroughly checking and all pour reports. Pour reports from day one to be thoroughly checked with Pos/Bills. Thereafter, prepare advice to credit to supplier and send to HO for processing. Close all open POs.

APPROVED BY
 26 MAR 2022
 SOHAM MODI
 MANAGING DIRECTOR

Remarks: *Eq D to send comment*

Bill Id: 64546 ; Bill received & forwarded to accounts. PO qty is 600 sft whereas bookdone for 568 sft, difference is 32 sft (Attached bill for ref). Accountant

Prepared by	Sign	Date

made payment as per Bill i.e. $568 \times 36 = 20448 \times 1.18 = 24,128.64 + 300$ (other labour charges)

Payment done, Po can be closed (25-03-2022) Total = 24,2428.64 rupees only.

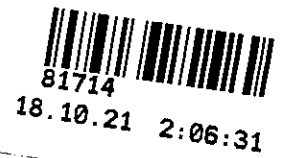
Form for closure of purchase order

Data required from site/engineers:					
PO no.:	81714	PO date:	18/10/21		
Req. no.:	187553	Req. date:	11/10/21		
Material received	<input checked="" type="checkbox"/> Part <input type="checkbox"/> Full		MRN nos.:		
If material partially delivered then can balance material be ordered by new requisition/PO	<input type="checkbox"/> No further material required and PO can be closed. <input type="checkbox"/> No material cannot be ordered by new PO. <input type="checkbox"/> PO can be closed and balance material can be ordered by new requisition.		Can PO be closed?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Remarks by engineer: <i>Work Completed Bill uploaded PO:-64546</i>					
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
<i>B. Nandem</i>	<i>[Signature]</i>	<i>4/3/22</i>	<i>M. Ramprasad</i>	<i>[Signature]</i>	<i>4/3/22</i>
Data required from accounts:					
Are any bills received wrt to this PO.			<input type="checkbox"/> Yes for full PO <input type="checkbox"/> Yes for part of PO <input type="checkbox"/> No.		
Scan ID nos. of advice for credit to supplier					
Remarks by Accountants: <i>I'm not able to justify this ... I have bill for labor work at office room on 25/10/22 bill no. 299 site bill register but dont it not match with PO</i>					
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
<i>Rajyalakshmi</i>	<i>[Signature]</i>	<i>10/11/21</i>			
Action taken by purchase:					
Status of PO			<input type="checkbox"/> PO closed and email sent to supplier. <input type="checkbox"/> PO open material awaited.		
Status of proof of delivery:			<input type="checkbox"/> Proof of delivery received. <input type="checkbox"/> Proof of delivery not available with site or purchase.		
Original barcoded PO available			<input type="checkbox"/> Yes <input type="checkbox"/> No – certified copy received from accounts.		
Original bill available			<input type="checkbox"/> Yes <input type="checkbox"/> No – certified copy obtained from supplier.		
Supplier's ledger available			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Advice for credit to supplier			<input type="checkbox"/> Prepared for entire PO <input type="checkbox"/> Part of PO and PO closed. <input type="checkbox"/> Prepared for part of PO and balance material awaited.		
Remarks by purchase:					
Prepared by	Sign	Date	Purchase manager	Sign	Date
				<i>nnn</i>	
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.					

Purchase Order

Page(s) 1 Of 1

18-10-2021 15:59:31



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	81714	187553
Doc Date	18-10-2021	
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	600.00	36.00	0.00	18.00	25,488.00
Total Order Value ...					25,488.00

Rupees : Twenty Five Thousand Four Hundred Eighty Eight Only.

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 site office purpose.
- 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**

Books of accounts verified and
no bills wrt this PO were
received by accounts
Name: *Rajalant*
Sign: *AA*
Date: *3/3/22*

For Modi Reality Mallapur LLP

Authorised Signatory

Name : _____

20/10/2021

Accepted the above Terms And Conditions

For Mr. Yousuf Ali

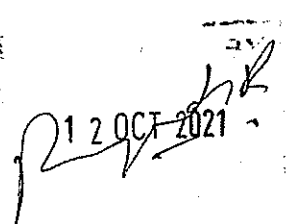
Name : _____

Date : ___/___/___

Requisition Form

Company Name:		MODI REALTY MALLAPUR LLP		Date:		11.10.2021	
Site & Phase :		GULMOHAR RESIDENCY		Time:		10:45	
Supplier		Yusaf Ali		Req. No.		187553	
Material required before date:			Urgent		ID No.		70246
No	Description	Size	Quantity	Units	Inward No	Date	
1.	Plain false ceiling	-	600	flats			
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
Remarks: For site office false ceiling work purpose at GMR site .							
Prepared By		A.Sravani		Approved by		Ram Prasad	
Sign. & Date		11.10.2021		Sign. & Date		28.09.2021	

Note:



 21 2 OCT 2021

Bill Copy Attached for
Reference only for
Only purpose.

Construction division.
Advice for giving credit to contractors/suppliers.

Sl. No. - site bills register		- 6115		Date - site bills Register		20/10/21	
Company Name:		MRMLLD		Site:		GMR	
Name of Contractor		Yousuf Ali					
Nature of work		False ceiling					
Work done		From Date			To Date		
Sl. No.	Villa/Flat/block no.	Qty.	Rate	Units	Amount	Contractors bill no	
1.	False ceiling	348	36/-	SQ	12528/-		
2.	Verticals	220	36/-	RFT	7920/-		
3.	Holes for LED	12	25/-	10'S	300/-		
4.	lights						
5.							
6.							
7.							
8.							
9.							
10.							
11.	Total:				20748/-		
Bill required		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO.		GST bill required		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO.	
Measurement & estimate sheet:		<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not required		Measurement & estimate sheet:		<input checked="" type="checkbox"/> Enclosed <input type="checkbox"/> Not enclosed	
PO/WO no.		81714/187553		PO/WO date:		18-10-2021	
Remarks :							
Approved by Project Manager		Approved by Design Team			Approved by M.D.		
Date:		Date:			Date:		
Sign:		Sign:			Sign:		

Notes: 1. This advice must be sent within 7 days of completing work. 2. This form can be used for certifying labour bills, bills for hire charges, earth work, turnkey civil contractors. 3. Wherever not applicable - fill NA. 4. Estimate and measurement sheets are not required for turnkey jobs where guideline rates are clearly given.

MEASUREMENT SHEET

Company Name:	Nrmalsipu	Approved by:		Rampasad			
Project:	GMR	Sign:					
Work Description:	C Block Site Office false ceiling	Work order no.	81714				
Contractor Name:	Yousuf Ali						
Prepared By:	Srinivas N						
Date:	20-10-2021						
S No.	Item Head	Item Description	Quantity	Units	Rate	Amount	Head Total
1		False ceiling	348	SFT	36,00	12,528	
2		Verticals	220	RFT	36,00	7,920	
3		Holes for LED lights	12	Nos	25,00	300	20,748
Amount in words : Twenty Thousand Seven Hundred and Forty Eight Rupees Only.							

MEASUREMENT SHEET									
Company Name:	Mannellapur					Approved by:		Rampasad	
Project:	GMR					Sign:			
Work Description:	Site Office False ceiling for C-Block.								
Contractor Name:	Yousuf Ali					Work order no.			
Prepared By:	Srinivas N						81714		
Date:	20-10-2021								
S No.	Item Head	Item Description	A Length	B Width	C Height	D Nos	E= AxBxCxD Quantity	F Units	G=Sum of E Item Head Total
1	False Ceiling Gypsum	Conference Room	19.00	12.00	1.00	1.00	228.00	SFT	
		Office Room	12.00	10.00	1.00	1.00	120.00	SFT	348.00
2		Verticals	220.00	1.00	1.00	1.00	220.00	RFT	220.00
3	Holes for LED lights	4" & 2.6"	12.00	1.00	1.00	1.00	12.00	Nos	12.00

Allowance for Consumables

Yousuf Ali,
Mallapur, Hyderabad.

Date: 20.10.21

In favor of: MR Mallapur LLP
Project / Site: Gulmohar Residency
Location: Mallapur
Type of Work: False ceiling work done for C Block Site Office.
Towards: Allowance for Consumables.

S No.	Description	Amount
1.	Brief description of work done : Towards false ceiling work done for C Block Site Office . Total Amount = 20,748 /- Work done from date 06.10.21 to date 16.10.21.	Rs.4,149 /-

Amount in words : Four Thousand One Hundred Forty Nine Rupees Only.

Sign: Yousuf

Bill for Labour Charges

Yousuf Ali ,
Mallapur, Hyderabad.

Date: 20.10.21

In favor of: MRMallapurLLP
Project / Site: Gulmohar Residency
Location: Mallapur
Type of Work: False ceiling work done for C Block Site Office .
Towards: Labour Charges.

S No.	Description	Amount
1.	Brief description of work done : Towards false ceiling work done for C Block Site Office . Total Amount = 20,748 /- Work done from date 06.10.21 to date 16.10.21.	Rs.8,299 /-

Amount in words : Eight Thousand Two Hundred Ninety Nine Rupees Only.

Sign: Yousuf

Bill for Equipment Allowance

Yousuf Ali ,
Mallapur, Hyderabad.

Date: 20.10.21

In favor of: MRMallapurLLP
Project / Site: Gulmohar Residency
Location: Mallapur
Type of Work: False ceiling work done for C Block Site Office .
Towards: Equipment Allowances.

S No.	Description	Amount
1.	Brief description of work done : Towards false ceiling work done for C Block Site Office . Total Amount = 20,748 /- Work done from date 06.10.21 to date 16.10.21.	Rs.8,299 /-

Amount in words : Eight Thousand Two Hundred Ninety Nine Rupees Only.

Sign: Yousuf