

Form for closure of purchase order

Data required from site/engineers:					
PO no.:		PO date:		Req. no.:	
MRN nos. related to PO					
☐	Part material received.				
☐	Full material received.				
☐	Material not received.				
☐	Close PO – Balance material will be re-ordered by new requisition.				
☐	Cancel PO. Material not required.				
☐	Cancel PO. Material will be re-ordered by new requisition.				
☐	Keep PO open. Material required.				
☐	Keep PO open. Work under progress.				
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:					
☐	Checked with E&D for receipt of bills.				
☐	Bills not received against this PO.				
☐	Part bill received against this PO.		Bill nos.		
☒	All bills received against this PO.				
☐	Advance paid against this PO.		Amount paid		
Remarks by Accountants:					
Notes: 1. Pos issued for false ceiling and such works may have been processed by E&D. Check before filling the above.					
Prepared by	Sign	Date	Accounts manager (approval required for PO more than 10k)	Sign	Date
Rajalaxmi		25/4			
Advice by MD - action to be taken by purchase:					
☐	Get certified bill from supplier (not original).				
☐	Prepare bill in SSLLP 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 both the ledgers 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.				
☐	E&D to check receipt of bill and enter comments below.				
☐	Details of material supplied and balance material to be supplied is required.				
Remarks:					
Prepared by		Sign		Date	



PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	8/04/22	Prepared by	Vanajathi	Serial no.	2906
Supplier name	Shubam Enterprises			HO inward no.	
Firm/Company	MEMULP	Project	GMR	HO received date	
PO/WO date	25/02/22	PO/WO No.	85920	Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	SE/21-22/2778	9/03/22	1,982/-	☒ Yes ☐ No	
2.				☐ Yes ☐ No	
3.				☐ Yes ☐ No	
4.				☐ Yes ☐ No	
Amount A – Bills total (Excluding Transport & Hamali Charges):				1,982/-	
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report					
MRN nos.:	104698	Proof of delivery matches MRN		☒ Yes ☐ No	
Amount B – Other Credits : Transportation charges				-	
Amount C – Other Debits :				-	
Amount D (D=A+B-C) – Amount to be credited to the supplier:				1,982/-	
Amount E – PO / WO value:				1,982/-	
Amount F – Difference (A – E):				-	
Quantity received as per PO / WO		☒ Yes ☐ Excess received ☐ Short received ☐ Part received			
Close PO / WO		☒ Yes ☐ No – wait for balance material ☐ Other			
Payment due date		11/04/22			
Remarks: final Bill					
Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Vanajathi				
Sign:	[Signature]				
Date	8/04/22				
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

Notes: 1. In case amount to be credited to supplier and the bills total does not match, accountants to prepare JV for debit or credit. 2. This set should only have 5 documents i.e., advice to credit to supplier, original bill, proof of delivery, original purchase order with barcode, original requisition. 3. Do not attach additional documents like weightment slips, RMC batch reports, duplicate documents, Eway bills, test reports, etc. 4. In Amount A, exclude transport, Hamali charges, etc., and instead include in Amount B. 5. This report must reach HO within one working day of approval by purchase officer/purchase manager.

bill received
Revised
20/4/22

GSTIN : 36AELFS6374J1ZC
PAN No. : AELFS6374J

TAX INVOICE

Ph : (O) : 66318150
: 66568151
: 29308151



SHUBHAM ENTERPRISES

5-2-282/301, 3rd Floor, Mahavir Complex, Hyderbasti, R.P. Road, Secunderabad-500 003. T.S.
E-mail : shubhamentp1999@yahoo.co.uk

Invoice No. : SE/21-22/2778 Date : 9-Mar-22 P.O. No. : 85920 // 192864 Date 9-Mar-22
Reverse Charge (Y/N) : No D.C. No. : Date :
State : Telangana State Code : 36 Vehicle No. : E-Way Bill No. :

Bill to Party : MODI REALITY (MALLAPUR) LLP
2nd FLOOR 5-4-18-7/3&4
SOHAM MANSION
SECUNDERABAD ,HYDERABAD
State: Telangana(36)
GSTIN No.: 36AAEFM1459R1ZP

Ship to Party : MODI REALITY (MALLAPUR) LLP
2nd FLOOR 5-4-18-7/3&4
SOHAM MANSION
SECUNDERABAD ,HYDERABAD
State: Telangana(36)
GSTIN No.: 36AAEFM1459R1ZP

DESCRIPTION	HSN CODE	QUANTITY	RATE		AMOUNT	
			Rs.	Ps.	Rs.	Ps.
1 19BS 19MM BASE SADDLES	73071110	7 BOXES	240.00		1,680.00	
					1,680.00	
					151.20	
					151.20	
					(-)0.40	
CGST TAX 9 % SGST TAX 9% ROUNDED						
INWARD MODI REALTY MALLAPUR LLP Ward no: 2870 Dt: 9/3/22 MRN No: Dt: Received By: [Signature] Sgn: 9/3/22						
SUMMIT SALES LTD INWARD No: 92150 Dt: 11/3 Sgn: [Signature]						
Indian Rupees One Thousand Nine Hundred Eighty Two Only Despatched Through : Destination :					1,982.00	

SUDHAKAR
PIPES AND FITTINGS

Honeywell
THE POWER OF CONNECTED

norisys

AKG

Bharat M.S. Pipes

HAVELLS

MODIS
CASING 'N' CAPPING/CONDUIT PIPES
TRUNKINGS/TAPES/FLEX FIT

1. Goods once sold will not be taken back.
2. Interest 24% p.a. will be applicable after due date.
3. Subject to Secunderabad Jurisdiction.
4. Cheque return Charges Rs. 500/-
5. Bank Details : PUNJAB NATIONAL BANK, Account No. : 3631001600000013
IFS Code : PUNB0363100

E.&O.E.

For **SHUBHAM ENTERPRISES**

[Signature]

Purchase Order

Page(s) 1 Of 1

26-02-2022 11:46:20 AM



85920

14.02.22 3:00:03

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

Shubham Enterprises
5-2-288/D,Hyderbasti,R.P. Road,Lane Opp.Arya Samaj,sec-bad-500 003

Doc No	85920	192864
Doc Date	25-02-2022	
Quote No	NIL	
Quote Date	21-02-2022	
SupplyType	Supply	

GSTIN 36AELFS6374J1ZC 6656-8151..
040-66318150/23468151 9849153774

Kind Attn : Viral.

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1.4516 - Electrical - other - Base saddle - 19mm - nos 7 boxes	7.00	240.00	0.00	18.00	1,982.40
Total Order Value . . .					1,982.40

Rupees : One Thousand Nine Hundred Eighty Two and Paise Fourty Only.

Terms and Conditions :-

Specification / All items shall be of Sudhkar brand

Payment Terms After Delivery & Production of bill

Tax GST included in above price.

Delivery Date Next day

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 Included in the above price.

Warranty Nil

Advance Paid Nil

Other Terms We reserve the right to reject items not conforming to quality and specifications.Payment as per actual receipt of material. Order forlift cable pipe line purpose.

Completion Date Nil

Measurment Nil

Security Nil

Remarks Prices shall remain fixed(Subject to change in GST) for a period of 4 months.

Do not
received

For **Modi Reality Mallapur LLP**

Authorised Signatory

Name : _____

Accepted the above Terms And Conditions

For **Shubham Enterprises**

Name : _____

Date : ____/____/____

Requisition Form

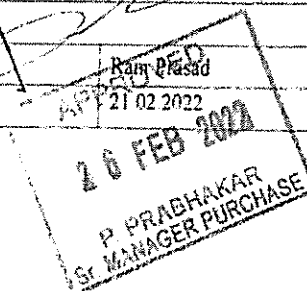
Company Name	Modi reality mallapur LLP	Date	21 02 2022
Site & Phase	Gulmohar Residency	Time	12:53
Supplier		Req No	192864
Material required before date	24 02 2022	ID No	74097

No	Description	Size	Quantity	Units	Inward No	Date
1	Base saddles	19mm	500	No's	85920	
2	Wood screws	38x8 mm	500	No's		
3						
4						
5						
6						
7						
8						
9						
10						
11						

Remarks: Towards lift cable pipe line work purpose

Prepared By	A Janaki	Approved by	P. Prabhakar
Sign & Date	21.02.2022	Sign & Date	21 02 2022

Note: On receipt of material at site write inward number and date in last 2 columns.



21 FEB 2022

32

Ph (O) 06318150
06568151
29348151



SHUBHAM ENTERPRISES
101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 9

SHUBHAM ENTERPRISES
#5-2-282/501, 3rd Floor, Mahavir Complex, Hyderabad, R.P. Road, Secunderabad-500 003, T.S.
E-mail: shubhamentp1999@yahoo.co.uk
Date: 9-11-2000

INVOICE NO.: SE/21-22/2778

Date: 6-Mar-77

PO No. 05920 // 192864

Date 9-Mar-77

Reverse Charge (Y/N) No



E-Way Bill No

State: Telangana

State Code 35

Waste No.

MSDI REALTY (MALLAPUR) LLP

Built to Party MODI REALITY (MALLAPUR) LLP
2nd FLOOR 5-4-15/1134
SOHAM MANSION
SECUNDERABAD, HYDERABAD
State: Telangana (36)

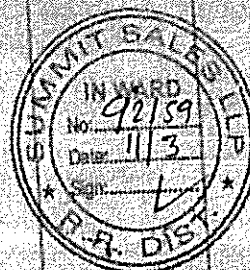
Ship to Party
MODI REALTY LIMITED
2nd FLOOR 3-4, 15/7/34
SOHAM MAHISON
SECUNDERABAD, HYDERABAD
S.No. Telangana/355

GSTIN No. 36AAEFM1459R1ZP

GSTIN No: 36AAEFM1459R1ZP

GSTIN No. 30AAEFM1458R12P		GSTIN No.		
DESCRIPTION	HSN CODE	QUANTITY	RATE Rs Ps	AMOUNT Rs Ps
T 19HS 19MM BASE SADDLES	73071110	7 BOXES	240.00	1,680.00
				1,680.00
				151.20
				151.20
				1,982.40
				CGST TAX 9%
				SGST TAX 9%
				ROUNDED

INWARD
ACCI REALTY MALLAPUR LLP
Ward No: 2820 dt 9/13/20
Mall No: 104698 dt 9/13/20
Received By: Lawson dt 9/13/20



1982-11

Indian Rupees One Thousand Nine Hundred Eighty Two Only
Despatched Through :
Destination :



norisys



Drink U.S. Power



Full



1997-1998

1. Goods once sold will not be taken back.
2. Interest 24% p.a. will be applicable after due date.
3. Subject to Secunderabad Jurisdiction.
4. Cheques return Charges Rs. 500/-
5. Bank Details: PUNJAB NATIONAL BANK, A/c

EBOE

For SHUBHAM ENTERPRISES

Account No. : 36310410000000000000
IFSC Code : PUNB0363100

IN CASE OF EMERGENCY