Form for closure of purchase order

Data required from site/engineers:							
PO no.:	84775	PO date:	22/01/22	Req. no.:	92713	Advice Scan ID	
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: 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
B.NANDINI	[signature]	05/04/22	M.Ramprasad	[signature]	5/4/22

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
	Rajyalaxmi	5/4			

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

APPROVED BY
28 APR 2022
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

 05-04-2022 14:29:43 Original / Office Copy / Purchase Div.Copy

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			
SFS Hardware	**Doc No**	84775	192713
30-26,III Floor,Plot no 36,Burhani Housing Society,RTC Colony,Tirumulgery,Secunderabad-15	**Doc Date**	22-01-2022	
	Quote No	NIL	
GSTIN 36BJJPG3515K1Z6	**Quote Date**	22-01-2022	
9550505717	**SupplyType**	Supply	

Kind Attn : Mr Khuzem

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7329 - Plumbing - GI - Clamp - other - nos *Revolving Coupler-60mm x 40mm*	1,000.00	114.00	0.00	18.00	134,520.00
					Total Order Value . . .	**134,520.00**

Rupees : One Lakh(s) Thirty Four Thousand Five Hundred Twenty Only.

Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	100% Advance Payment
Tax	All taxes 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
Penality For Delay	Nil
Transportation	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	Rs 1,34,520/- Cheque Dt--31/01/2022.
Other Terms	Payment will be made only after inspection of material.Above material for G-Block & H-Block work purpose.
Completion Date	NA
Measurment	Nil
Security	Nil
Remarks	

Cancelled
Rajesh R
05/04/22

For ***Modi Reality Mallapur LLP***

Authorised Signatory

Accepted the above Terms And Conditions

For ***SFS Hardware***

Name : ____________________ Name : ____________________ Date : __/__/____

Purchase Order

 22-01-2022 11:44:58 AM

84775
08.01.22 11:53:28

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

SFS Hardware
30-26,III Floor,Plot no 36,Burhani Housing Society,RTC Colony,Tirumulgery,Secunderabad-15

9550505717

Doc No	84775	192713
Doc Date	22-01-2022	
Quote No	NIL	
Quote Date	22-01-2022	
SupplyType	Supply	

Kind Attn : Mr Khuzem

Purchase Order for the Supply of following Items.

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Transportation Cost	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	Rs 1,34,520/- Cheque Dt--31/01/2022.
Other Terms	Payment will be made only after inspection of material.Above material for G-Block & H-Block work purpose.
Completion Date	NA
Measurment	Nil
Security	Nil
Remarks	

For MDs APPROVAL
☐ ~~High~~ Value/quantity beyond limits.
☑ Po/Req. processed-post approval.
☐ Approval for technical details/clarification
☐ Replenishing SSLLP stock
☐ Other

Material not receive with in one week

APPROVED BY
22 JAN 2022
SOHAM MODI
MANAGING DIRECTOR

For *Modi Reality Mallapur LLP*
Authorised Signatory
22/01/2022
Name : ________________

Accepted the above Terms And Conditions
For *SFS Hardware*
Name : ________________

Date : __/__/____

Requisition Form

Company Name:	MODIREALTY MALLAPUR LLP	Date:	21-01-2022
Site & Phase :	GULMOHAR RESIDENCY	Time:	12:00
Supplier		Req. No.	192713
Material required before date:	23.01.2022	ID No.	73163

No	Description	Size	Quantity	Units	Inward No	Date
1.	FRP Round tubes (6 mts)	40mm x4mm	200	No's		
2.	Clamps	40 x 60mm	1000	No's	PO → 84775.	
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

Remarks: For G-Block & H-Block work purpose at GMR Site.

Prepared By	A.Sravani	Approved by	APPROVED BY
Sign.& Date	21.01.2022	Sign. & Date	22 JAN 2022 SOHAM MODI MANAGING DIRECTOR

Note:

G Raja Sravani

Note :- Due Project manager is on leave, he can't sign on requisition. This requisition is raised by as PM Instructions. kindly accept this requirement.