

Form for closure of purchase order

Data required from site/engineers:						
PO no.:	85345	PO date:	9/02/22	Req. no.:	192816	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 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	B. Nandini	05/4/22	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	
Rajyalamb	[Signature]	5/4				
Advice by MD - action to be taken by purchase:						
☐	Get certified bill from supplier (not original).					
☐	Prepare bill in SSLP 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

Page 51 of 1

05-04-2022 13:17:54

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

Shanmukha Lite Weight Brick Industries
H.no. 504, Nagaram, Keesara Mandal, Beside Icom Company, Keesara,
Medchal, Hyderabad - 500083

GSTIN 36AGFPY1359K2ZT

9676133699

Doc No	85345	192816
Doc Date	09-02-2022	
Quote No	Nil	
Quote Date	06-08-2021	
SupplyType	Supply	

Kind Attn : Mr. Y. Ravi Kumar

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 1054 - Building material - CLC Block - 4in X 8 in X 24 in - Nos	1,000.00	36.00	0.00	0.00	36,000.00
Total Order Value . . .					36,000.00

Rupees : Thirty Six Thousand Only.

Terms and Conditions :-

Specification /	Items shall be of 4.5 - 4.8N/M3 approx.Strength minimum QC report a must!
Payment Terms	100% as advance at the time of delivery of all materials.
Tax	All taxes included in above price.
Delivery Date	Within 2days.
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 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	Rs. 36,000/- advance to be pay vide cheque no. , dtd.
Other Terms	We reserve the right items not confirming to qty & specs. Breakage in your account. Above order for F block south side elevation work purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	'Original invoice + copy of proof of delivery is required to process invoice for payment. DO NOT send original invoice to site. Original invoices must be sent to HO office or purchase site office. Proof of delivery/DC can be sent by email.'

For **Modi Reality Mallapur LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Shanmukha Lite Weight Brick Industries**

Name : _____

Name : _____

Date : __/__/__

Purchase Order

Page(s) 1 Of 1

09-02-2022 14:02:32



85345

31.01.22 4:53:34

From Company : **Modi Reality Mallapur LLP**
5-4-187/3&3, II nd floor, Soham Mansion, MG Road, Secunderabad.
G S T No. : 36AAEFM1459R1ZP

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GSTIN 36AGFPY1359K2ZT

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For **Modi Reality Mallapur LLP**

Authorised Signatory

Name : _____

Accepted the above Terms And Conditions

For **Shanmukha Lite Weight Brick Industries**

Name : _____

Date : ____/____/____

Requisition Form

Company Name:	MODI REALTY MALLAPUR LLP	Date:	08.02.22
Site & Phase:	GULMOHAR RESIDENCY	Time:	13:18
Supplier:		Req. No.	192816
Material required before date:	10.02.22	ID No.	73682

No	Description	Size	Quantity	Units	Inward No	Date
1.	CLC blocks	24"x8"x4"	1000	No's		
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

85345

Remarks: for F-block south side elevation work purpose at GMR site

Prepared By	A. janaki	Approved by	Ram prasad
Sign. & Date	08.02.22	Sign. & Date	08.02.22

Note:



10. Sankar