Form for closure of purchase order

Data required from site/engineers:							
PO no.:	84314	PO date:	08/01/22	Req. no.:	192529	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:	Cancel Po , 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	BN	5/4/22	Ramprasad		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

84314
08.01.22 11:42:53

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			
Sri Balaji Enterprises H,no.14-1-418, Near ROCKET Ground,New Aghapura Hyderbad-500001	**Doc No**	84314	192529
	Doc Date	08-01-2022	
	Quote No	Nil	
GSTIN 36AEIPJ0494H1ZF	**Quote Date**	08-01-2022	
9030605690	**SupplyType**	Supply	

Kind Attn : Mr.Seetaram Joshi

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	2360 - Carpentry - doors - Panel Doors - Others - Nos *38"x82"*	7.00	2,595.00	0.00	18.00	21,434.70
	Total Order Value . . .					**21,434.70**
	Rupees : Twenty One Thousand Four Hundred Thirty Four and Paise Seventy Only.					

Terms and Conditions :-

Specification / Brand	All items shall be of good quality, with Masonite Skin,2 sides,2 Panels, grain texture, HDF, Rate per sft is Rs.120/- GST 18% Extra,
Payment Terms	After delivery and production of bill
Tax	Inclusive of all GST taxes
Delivery Date	with in 7 days.
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 Cost	Extra.
Warranty	1 yr, manufacturing warranty.
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for C Block 101-107, 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 ***Sri Balaji Enterprises***

Name : ____________ Name : ____________ Date : __/__/____

Contact

...uisition Form - Doors and hardware (Deluxe)						
Co... pany	Modi Realty mallapur LLP					
Req. no.	32529		Site & Phase	Gulmohar residency		
Material required before	17.12.21		Req. Date	15.12.21		
Prepared by:	janaki		ID no.	72107		
Flat / Block no:	C- block 101 to 107		Approved by (sign):			
Type B1660 Sft 3BHK Order Value:	7					
Type A Sft 3BHK Order Value:	0					

S No.	Item Description	Units	Qty required for type B2 1660 sft 3BHK flat	Qty required for type B 1660 sft 3BHK flat	2BHK flats requirement	3BHK flats requirement	Quantity required	Qty Available at site	Balance Qty to be ordered	Qty in sft	Qty in sq mts	Inward No	Date
1	Panel Doors-38"x82" (main doors)	nos	-	7	-	1	7	-	7	147	14		
2	Panel Doors-32"x82" (Bed room shutter)	nos	-	-	-	-	-	-	-	-	-		
3	Panel Doors-32"x80" (Pooja room shutter)	nos	-	-	-	-	-	-	-	-		-	
4	Panel Doors-36"x82"	nos	-	-	-	-	-	-	-	-	-		
5	Panel Doors-26"x80" (Toilet & Utility door)	nos	-	-	-	-	-		-	-	-		
6	Mortise Lock	nos	-	7	-	1	7	-	7	104	2		
7	Cylindrical Locks	nos	-	-	-	2	-	-	-	-	-		
8	screwsfor hinges(no's)	nos		-	-	-	-	-	-	-	-		
9	SS Hinges-4"	nos	-	-	-	-	-	-	-	-	-		
10	Magnetic Door Stopper	nos	-	-	-	-	-	-	-	-	-		
11	Total		-	14			14	-	14	251	16		
	Note:												
	I) WPC Panel doors shutter with honey comb filling .												

APPROVED
01 JAN 2022
P. PRABHAKAR
Sr. MANAGER PURCHASE

APPROVED BY
15 DEC 2021

84334

84313