

Form for closure of purchase order

Data required from site/engineers:						
PO no.:	85024	PO date:	31/01/22	Req. no.:	M2722	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. Nandani	B. Nandani	5/4/22	M. Ramprasad	M. 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	
Rajyabhar	Rajyabhar	5/4/22				
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				



Purchase Order

Page(s) 1 Of 1

01-02-2022 11:36:41 AM

Original



85024

31.01.22 4:50:16

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 Hyderabad-500001

GSTIN 36AEIPJ0494H1ZF

9030605690

Doc No	85024	192722
Doc Date	31-01-2022	
Quote No	Nil	
Quote Date	24-12-2021	
SupplyType	Supply	

Kind Attn : Mr.Seetaram Joshi

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 9598 - Tools - Bracket - NA - Nos 1" x 1" L Patti	500.00	3.00	0.00	18.00	1,770.00
2 2156 - Carpentry - hardware - S.S. Screws - other - pkts 75 x 5mm 100 Per Pkt	20.00	250.00	0.00	18.00	5,900.00
3 2156 - Carpentry - hardware - S.S. Screws - other - pkts 25 x 5mm- 100 Per Pkt	20.00	110.00	0.00	18.00	2,596.00
4 2156 - Carpentry - hardware - S.S. Screws - other - pkts 35 x 5 mm - 100 Per Pkt	20.00	150.00	0.00	18.00	3,540.00
5 2156 - Carpentry - hardware - S.S. Screws - other - pkts 32 x 8 mm - 100 per pkt	20.00	130.00	0.00	18.00	3,068.00
Total Order Value . . .					16,874.00

Rupees : Sixteen Thousand Eight Hundred Seventy Four Only.

Terms and Conditions :-

Specification / As per details given in the quotation.

Payment Terms After Delivery & Production of bill

Tax Inclusive of all taxes

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 Transport cost shall be borne by us.

Warranty Nil

Advance Paid Nil

Other Terms We reserve the right to reject items not conforming to quality and specifications. Above order for door frames bottom fixing club house 2 floor work purpose at GMR site.

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 invoice must be sent to HO office or purchase site office. Proof of delivery/DC can be sent by email.

Invoice
Sent to site.

For **Modi Reality Mallapur LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Sri Balaji Enterprises**

Name : _____

Name : _____

Date : ____/____/____

Company Name

Modi realty Mallapur LLP

Date

24-01-2022

Site & Phase

GMR

Time

10:50

Supplier

Req No

107722

Material required before date:

28-01-2022

ID No.

73221

No	Description	Size	Quantity	Units	Inward No	Date
1.	MS L angle (2mm Thickness)	3-L"	10	Length		
2.	MS L angle Bracket	1"x1"	500	No's		
3.	Sheet board SS Star Screw	75x5 mm	2000	No's		
4.	Sheet board SS Star Screw	25x5mm	2000	No's		
5.	Sheet board SS Star Screw	35x5mm	2000	No's		
6.	MS Hold Fast	5"	100	Kps		
7.	Hold fast SS Star Screw	32x8mm	2000	No's		
8.	Araldite	1 Kgs	2	No's		
9.						
10.						
11.						

85024

85025

Remarks: For Door Frames bottom fixing Club house 2 floors work purpose at GMR site

Prepared By

A Sravan

Approved by

Sign & Date

24-01-22

Sign & Date

24 JAN 2022