

Form for closure of purchase order

Data required from site/engineers: Material not Received, cancel PO					
PO no.:	85372	PO date:	09/02/22	Req. no.:	141180
N 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, cancel PO					
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
K. Snela	Snela	05/04/22	A. Snela	[Signature]	05/04/22
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
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
20 APR 2022
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

Page(s) 1 of 2

05-04-2022 10:21:34

Original / Office Copy / Purchase Div.Copy

From Company : **Mehta & Modi Realty Kowkur LLP**
5-4-187/3&4, II nd floor, MG Road, Soham Mansion, Secunderabad-500003
G S T No. : 36ABLFM7631F1Z3

Supplier Details			
Legend Elevations 3-5-967,Narayanguda,Hyderabad. GSTIN 36AIKPG0292L2Z1 9246101075	Doc No	85372	141180
	Doc Date	09-02-2022	
	Quote No	NIL	
	Quote Date	08-02-2022	
	SupplyType	Supply	

Kind Attn : Mr.Ravi Kiran

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 6074 - Miscellaneous - SS Name Plates - other - Sq.inches SS Name- YOGA ROOM- 6" x 6"- 1 no	36.00	12.00	0.00	18.00	509.76
2 6074 - Miscellaneous - SS Name Plates - other - Sq.inches SS Name- SOCIETY OFFICE- 6" x 6"- 1 no	36.00	12.00	0.00	18.00	509.76
3 6074 - Miscellaneous - SS Name Plates - other - Sq.inches SS Name- FIRST AID ROOM- 6" x 6"- 1 no	36.00	12.00	0.00	18.00	509.76
4 6074 - Miscellaneous - SS Name Plates - other - Sq.inches SS Name- GYM ROOM- 6" x 6"- 1 no	36.00	12.00	0.00	18.00	509.76
5 6074 - Miscellaneous - SS Name Plates - other - Sq.inches SS Name- LIBRARY- 6" x 6"- 1 no	36.00	12.00	0.00	18.00	509.76
6 6074 - Miscellaneous - SS Name Plates - other - Sq.inches SS Name- OPEN AIR LOUNGE- 6" x 6"- 1 no	36.00	12.00	0.00	18.00	509.76
7 6074 - Miscellaneous - SS Name Plates - other - Sq.inches SS Name- AC LOUNGE- 6" x 6"- 1 no	36.00	12.00	0.00	18.00	509.76
8 6074 - Miscellaneous - SS Name Plates - other - Sq.inches SS Name- TOILET- 6" x 6"- 1 no	36.00	12.00	0.00	18.00	509.76
Total Order Value . . .					4,078.08

Rupees : Four Thousand Seventy Eight and Paise Eight Only.

Terms and Conditions :-**Specification /** As per details given in the quotation.**Payment Terms** After Delivery & Production of bill**Tax** GST included in above price.**Delivery Date** Within 7 days**Delivery Location** Greenwood Heights
Sy no: 196, Kowkur.
Phone. 040-66335551**Penalty For Delay** Nil**Transportation** Included in the above price.**Warranty** 5 years warranty on finish.**Advance Paid** Nil**Other Terms** We reserve the right to reject items not conforming to quality and specifications.Above order for GHT clubhouse inside name plate fixing purpose.**Completion Date** NilFor **Mehta & Modi Realty Kowkur LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Legend Elevations**

Name : _____

Name : _____

Date : _/ _/ _

Purchase Order

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05-04-2022 10:21:34

Original / Office Copy / Purchase Div.Copy

Measurement

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

For **Mehta & Modi Realty Kowkur LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Legend Elevations**

Name : _____

Name : _____

Date : __/__/__

Purchase Order

Page(s) 1 Of 2

10-02-2022 11:48:37 AM

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31.01.22 4:53:34

From Company : **Mehta & Modi Realty Kowkur LLP**
5-4-187/3&4, II nd floor, MG Road, Soham Mansion, Secunderabad-50000:
G S T No. : 36ABLFM7631F1Z3

Supplier Details

Legend Elevations.
3-5-967, Narayanguda, Hyderabad.

GSTIN 36AIKPG0292L2Z1
9246101075

Doc No.	85372	141180.
Doc Date	09-02-2022	
Quote No	NIL	
Quote Date	08-02-2022	
SupplyType	Supply	

Kind Attn : Mr.Ravi Kiran

Purchase Order for the Supply of following Items.

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Total Order Value					4,078.08

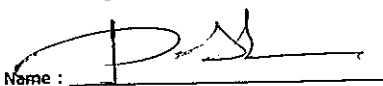
Rupees : Four Thousand Seventy Eight and Paise Eight Only.

Terms and Conditions :-

Specification / As per details given in the quotation.
Payment Terms After Delivery & Production of bill
Tax GST included in above price.
Delivery Date Within 7 days
Delivery Location Greenwood Heights
Sy no: 196, Kowkur.
Phone. 040-66335551
Penalty For Delay Nil
Transportation Included in the above price.
Warranty 5 years warranty on finish.

For **Mehta & Modi Realty Kowkur LLP**

Authorised Signatory

Name : 

Name : _____

Date : __/__/__

Accepted the above Terms And Conditions

For **Legend Elevations**

Purchase Order

Page(s) 2 Of 2

10-02-2022 11:48:37 AM

Original / Office Copy / Purchase Div.Copy

Advance Paid Nil

Other Terms We reserve the right to reject items not conforming to quality and specifications. Above order for GHT clubhouse inside name plate fixing purpose.

Completion Date Nil

Measurement 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

For **Mehta & Modi Realty Kowkur LLP**

Authorised Signatory



Name : _____

Contact : -

Accepted the above Terms And Conditions

For **Legend Elevations**

Name : _____

Date : __/__/__

Requisition Form

Company Name:		Mehta & Modi Realty Kowkur LLP		Date:		08-02-2022	
Site & Phase :		GHT		Time:		115.30	
Supplier		SSLLP		Req. No.		141180	
Material required before date:		12-02-2022		ID No.		73669	
No	Description	Size	Quantity	Units	Inward No	Date	
1	SS NAME : YOGA ROOM	6" X 6"	01	NO			
2	SS NAME : SOCIETY OFFICE	6" X 6"	01	NO			
3	SS NAME : FIRST AID ROOM	6" X 6"	01	NO			
4	SS NAME : GYM ROOM	6" X 6"	01	NO			
5	SS NAME : LIBRARY	6" X 6"	01	NO			
6	SSNAME : OPEN AIR LOUNGE	6" X 6"	01	NO			
7	SS NAME : AC LOUNGE	6" X 6"	01	NO			
8	SS NAME : TOILET	6" X 6"	01	NO			
9	85372						
10							
Remarks: - For GHT Site Club house inside name plate fixing purpose							
Prepared By		A Suresh		Approved by			
Sign. & Date		08-02-2022		Sign. & Date			

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

