Form for closure of purchase order

Data required from site/engineers:							
PO no.:	85092	PO date:	02/2/22	Req. no.:	181808	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:	PO not issued. under estimation						

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
Shravani		05/4/22	G. Vijay Raj		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

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:	PO not issued to Supplier, Cancel the PO		

Prepared by	Sign	Date

APPROVED BY
13 APR 2022
SOHAM MODI
MANAGING DIRECTOR

Estimate/Draft PO

Page(s) 1 Of 1   02-02-2022 10:30:03

Original

85092
31.01.22 4:50:17

From Company : **Modi Realty Pocharam LLP**
5-4-183/3&4, II nd Floor, Soham Mansion, MG Road, Secunderabad-500003
G S T No. : 36ABIFM1836H1Z7

Supplier Details

Sri Sai Rohith Marketing Company
New Narsimhanagar Colony, Near Noma Kalyana Vedika, Mallapur, Hyderabad - 500 076.

GSTIN 36AMHPC9678H1ZM

9866512288

Doc No	85092	181808
Doc Date	02-02-2022	
Quote No	Nil	
Quote Date	30-12-2021	
SupplyType	Supply	

Kind Attn : Mr. C. Laxman Kumar

Estimate/Draft PO for the Supply of following Items.

Check UPVC cost!

	Item Name	Qty	Rate	Dis%	GST	Amount
1	2187 - Carpentry - windows - Al. Fixed - other - sft *8mm Toughen glass with logo - 6.17 x 5.67 - 01 no*	34.98	525.00	0.00	18.00	21,670.11
2	2205 - Carpentry - windows - Al. Openable - other - sft *Door with glass - 3.75 x 6.83 - 01 no*	25.61	400.00	0.00	18.00	12,087.92
3	2205 - Carpentry - windows - Al. Openable - other - sft *Door with glass - 2.33 x 7.00 - 01 no*	16.31	400.00	0.00	18.00	7,698.32
					Total Order Value . . .	**41,456.35**

Rupees : Fourty One Thousand Four Hundred Fifty Six and Paise Thirty Five Only.

P.O. 85092 ⇒ 49,579.77

Total ⇒ 91,036.12

Terms and Conditions :-

Specification / Brand	Aluminium Sections shall be of 'Agarvanshi' brand. Patch fitting shall be of Hardwin brand.
Payment Terms	50% as advance and balance after delivery of all materials and completion of the work.
Tax	All taxes included in above price.
Delivery Date	Within 3 days.
Delivery Location	Nilgiri Heights pocharam Phone. .9849497484
Penality For Delay	Bills must be submitted to H.O. within 30days of completion of work. 10% plty on value of order will be deducted for delay in submission of bills.
Transportation Cost	Included in the above price.
Warranty	1 year on workmanship.
Advance Paid	Rs. 20,728/- to be pay vide cheque no. , dt.
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for North west security kiosk windows purpose.
Completion Date	Work to be completed in 2days. Penalty of 5% of order value per week shall be levied for delay.
Measurment	Payment will be made as per measurement of laid and fixed material. Wastage at suppliers cost.
Security	Supplier shall be responsible for security and storage of material at site at its risk and cost.
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 MDs APPROVAL
- ☐ High Value/quantity beyond limits.
- ☐ Po/Req. processed-post approval.
- ☐ Approval for technical details/clarification.
- ☐ Replenishing SSLLP stock
- ☑ Other

APPROVED BY
03 FEB 2022
SOHAM MODI
MANAGING DIRECTOR

P.T.O

For *Modi Realty Pocharam LLP*

Authorised Signatory

T. D. Apeeey 2/2/21

02/02/2022

Name : ____________

Name : ____________

Accepted the above Terms And Conditions

For *Sri Sai Rohith Marketing Company*

Date : __/__/____

Estimate/Draft PO

 02-02-2022 10:30:03

Origin

85090
31.01.22 4:50:17

From Company : **G V Discovery Center Pvt Ltd**
5-4-187/3&4, II nd Floor, Soham Mansion ,MG Road, Secunderabad-50003
G S T No. : 36AAHCG4940K1ZC

Supplier Details			
Sri Sai Rohith Marketing Company New Narsimhanagar Colony, Near Noma Kalyana Vedika, Mallapur, Hyderabad - 500 076. **GSTIN** 36AMHPC9678H1ZM 9866512288	**Doc No**	85090	13452
	Doc Date	02-02-2022	
	Quote No	Nil	
	Quote Date	30-12-2021	
	SupplyType	Supply	

Kind Attn : Mr. C. Laxman Kumar

Estimate/Draft PO for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	2205 - Carpentry - windows - Al. Openable - other - sft *12mm Toughen glass Single door with patch fitting - 2.81 x 7.59 - 02 nos*	42.66	650.00	0.00	18.00	32,720.22
					Total Order Value . . .	**32,720.22**

Rupees : Thirty Two Thousand Seven Hundred Twenty and Paise Twenty Two Only.

P.O. no : 85091 → 66,671.77

Total Amt : 99,391.99

Terms and Conditions :-

Specification / Brand	12mm Toughen Glass shall be of Modi guard/Saint Gobain. Hardware 'Hardwin' brand.
Payment Terms	50% as advance and balance 50% after delivery and completion of the work.
Tax	All taxes included in above price.
Delivery Date	Within 2days.
Delivery Location	119, 191 Synergy Square 1 - Phone. -
Penality For Delay	Bills must be submitted to H.O. within 30days of completion of work. 10% plty on value of order will be deducted for delay in submission of bills.
Transportation Cost	Included in the above price.
Warranty	1 year on workmanship.
Advance Paid	Rs 16,360/- advance to be pay vide cheque no. , dt.
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for Security Kiosk North & South purpose.
Completion Date	Work to be completed in 3days. Penalty of 5% of order value per week shall be levied for delay.
Measurment	Payment will be made as per measurement of laid and fixed material. Wastage at suppliers cost.
Security	Supplier shall be responsible for security and storage of material at site at its risk and cost.
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 MDs APPROVAL
- ☐ High Value/quantity beyond limits.
- ☐ Po/Req. processed-post approval.
- ☐ Approval for technical details/clarification.
- ☐ Replenishing SSLLP stock
- ☑ Other

T.D. Murty 2/2/22

APPROVED BY
03 FEB 2022
SOHAM MODI
MANAGING DIRECTOR

P.T.O.

For *G V Discovery Center Pvt Ltd*
Authorised Signatory

Name : 02/02/2022

Accepted the above Terms And Conditions
For *Sri Sai Rohith Marketing Company*

Name : ____________

Date : __/__/____