Form for closure of purchase order

Data required from site/engineers:

PO no.:	85012	PO date:	31-01-2022	Req. no.:	95054	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 the 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
Pushpalatha	Pusl	07-04-2022	Syed Sarwar	for Pushpalatha	07-04-22

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 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:

Cancel PO

Prepared by	Sign	Date

APPROVED

13 APR 2022

SOHAM MODI
MANAGING DIRECTOR

Purchase Order

85012
31.01.22 4:50:16

Page(s) 1 Of 1   31-01-2022 2:26:51 PM

From Company : **Modi Realty Genome Valley LLP**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36ABFFM3063P1ZU

Supplier Details

Summit Sales LLP
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad

040-66335551
9618244433

Doc No	85012	95054
Doc Date	31-01-2022	
Quote No	NIL	
Quote Date	31-01-2022	
SupplyType	Supply	

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST%	Amount
1 3002 - Cement - PPC - 50kgs - bags	200.00	236.72	0.00	28.00	60,600.32
			Total Order Value . . .		**60,600.32**

Rupees : Sixty Thousand Six Hundred and Paise Thirty Two Only.

Terms and Conditions :-

Specification / Brand	All items shall be of brand/company
Payment Terms	After Delivery & Production of bill
Tax	Included in the above price
Delivery Date	within 2 days
Delivery Location	Bloomdale Residency at Genome Valley Murharipalli,servey no-31& 32 Phone. Madhu Site Engineer - 9502211499
Penality For Delay	Nil
Transportation Cost	Included in the above prices
Warranty	Nil
Advance Paid	Nil
Other Terms	Payment as per actual receipt of material Rs 12/- Hamali Charges,.Above order for site use purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	PO 85008.

For MDs APPROVAL
- ☐ High Value/quantity beyond limits.
- ☑ Pc/Req. processed-post approval.
- ☐ Approval for technical details/clarification
- ☐ Replenishing SSLLP stock
- ☐ Other

APPROVED BY
02 FEB 2022
SOHAM MODI
MANAGING DIRECTOR

For *Modi Realty Genome Valley LLP*
Authorised Signatory

31/01/2022

Name : ____________

Accepted the above Terms And Conditions
For *Summit Sales LLP*

Name : ____________

Date : __/__/____

Requisition Form	Cement, Recron, Plasticizer						
Company		MRGV		Site & Phase	BRGV		
Req. no.		95054		Req. Date	31.01.2022		
Material required before		02.02.2022		ID no.	73418		
Prepared by:		Soundarya		Approved by (sign):		Sarwar	
Flat / Block no:		For BRGV site purpose.					
S No.	Item Description	Units	Qty required	Qty Available at site	Balance Qty to be ordered in Bags	Inward No	Date
1	Cement - PPC / PSC	Bags	200	-	200		
2	Cement -OPC	Bags	-	-	-		
3	Recron	Packets	-	-	-		
4	Plasticizer	lts	-	-	-		
Notes:							
1	Round off cement to nearest load size						
2	Round off Recron to nearest packing size						
3	Round off plasticizer to nearest packing size						

PO 850/2

APPROVED
31 JAN 2022
MINISH PARIKH
MANAGER PROCUREMENT

APPROVED BY
02 FEB 2022
SOHAM MODI
MANAGING DIRECTOR