Form for closure of purchase order

Data required from site/engineers:							
PO no.:	85548.	PO date:	15-02-2022	Req. no.:	100587	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: Require Material, Delaying with Supplies.							

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	[signature]	7-04-2022	Syed Sarwar	for/Pushpalatha	07-04-2022

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:			

Prepared by	Sign	Date

APPROVED BY
13 APR 2022
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

 15-02-2022 14:26:10

85548
14.02.22 2:32:32

From Company : **Aedis Developers LLP**
5-4-187/3&4, II Floor, M G Road, Secunderabad-500003
G S T No. : 36ABPFA0002Q1ZD

Supplier Details			
Serene Coir and Foam Products	**Doc No**	85548	100587
#183, IDA, Mallapur, Nacharam, Hyderabad - 500076.	**Doc Date**	15-02-2022	
	Quote No	Nil	
GSTIN -	**Quote Date**	20-03-2021	
040 - 65121895 9849101948	**SupplyType**	Supply	

Kind Attn : Mr. Nikit Agarwal

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	IGST	Amount
1	5523 - Furniture - Mattress - Other - Nos *72" x 36" x 4" with 1 pillows*	4.00	5,301.00	35.00	0.00	13,782.60
				Total Order Value . . .		**13,782.60**

Rupees : Thirteen Thousand Seven Hundred Eighty Two and Paise Sixty Only.

Terms and Conditions :-

Specification / Brand	Items shall be of 'Hello Sleep' brand with Pillows. Jolly One.
Payment Terms	Against delivery of all materials.
Tax	Inclusive of all taxes
Delivery Date	Within 2days.
Delivery Location	Morning Glory Apartments Genomevalley, Hyderabad Phone. Madhu Site Engineer - 9502211499
Penality For Delay	Nil
Transportation Cost	Transport cost shall be borne by you.
Warranty	1 year.
Advance Paid	Rs. 13,783/- advance pay vide cheque no.............., dtd.
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for Engineers staying 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.'

motesial not recieved.

For *Aedis Developers LLP*
Authorised Signatory
Name : ____________

Name : ____________

Accepted the above Terms And Conditions
For ***Serene Coir and Foam Products***

Date : __/__/____

Requisition Form

Company Name:	Aedis Developers LLP	Date:	14-02-2022
Site & Phase :	MGA	Time:	09:30 AM
Supplier		Req. No.	100587
Material required before date:	16-02-2022	ID No.	73826

No	Description	Size	Quantity	Units	Inward No	Date
1	Mattress	6' x 3'	04	No's	5301	
2						
3						
4						
5	85548					
6						
7						
8						
9						
10						

Remarks : Towards Engineers staying purpose at MGA.

Prepared By	J.Soundarya	Approved by	T. Madhu
Sign.& Date	14-02-2022	Sign.& Date	14-02-2022

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

APPROVED
15 FEB 2022
P. PRABHAKAR
Sr. MANAGER PURCHASE