Form for closure of purchase order

Data required from site/engineers:

PO no.:	85700	PO date:	19-02-2022	Req. no.:	100588.	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: Total Material Received. Bill uploaded in M-coder. Bill copy attached.

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]	07-04-2022	Syed Sarwar	for Pushpalatha	7-04-2022

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

Close PO

APPROVED BY
13 APR 2022
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

 19-02-2022 13:41:10

85700
14.02.22 2:32:34

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

Supplier Details			
Abdul Aziz #14-1-96/3/B, Allapur, Borabanda, Hyderabad - 500018	**Doc No**	85700	100588
	Doc Date	19-02-2022	
	Quote No	Nil	
GSTIN 36AYAPA9482A2ZQ	**Quote Date**	19-07-2021	
9908194281	**SupplyType**	Supply And Installation	

Kind Attn : Mr. Abdul Aziz

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	6022 - Miscellaneous - False Ceiling - NA - sft *Gypsum False Ceiling - Plain*	800.00	36.00	0.00	18.00	33,984.00
					Total Order Value . . .	**33,984.00**

Rupees : Thirty Three Thousand Nine Hundred Eighty Four Only.

Terms and Conditions :-

Specification / Brand	Above rate as per guideline cir.no.852(E) dtd. 19-07-2021 issued by our M.D. and accepted by contractor. Above rates are inclusive of all.
Payment Terms	50% advance at the time of PO, balance on completion of work.
Tax	All taxes included in above price.
Delivery Date	Within 4days.
Delivery Location	Morning Glory Apartments Genomevalley, Hyderabad Phone. Madhu Site Engineer - 9502211499
Penality For Delay	Bills must be submitted to H.O. within 30 days 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	One year on workmanship
Advance Paid	Rs. 16,992/- 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 Fifth floor bathrooms purpose.
Completion Date	Work to be completed in 4days. 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.'

matirial Not
Recieved at Site.

For *Aedis Developers LLP*
Authorised Signatory
Name : 19/02/2022

Accepted the above Terms And Conditions
For *Abdul Aziz*
Name : ____________
Date : __/__/____

Construction division.
Advice for giving credit to contractors/suppliers.

Sl. No. – site bills register	131	Date - site bills Register	11/3/22
Company Name:	Aedis developers LLP	Site:	MGA
Name of Contractor	Abdul Aziz Ansari		
Nature of work	False Ceiling work		
Work done	From Date 10/1/22	To Date	15/2/22

Sl. No.	Villa/Flat/block no.	Qty.	Rate	Units	Amount	Contractors bill no
1.	5th floor false					
2.	Ceiling work.					
3.	Master Toilet	210.00	41.40	sft	8694.00	
4.	Common Toilet	180.00	41.40	sft	7452.00	
5.	Roofing flats 103,	70.00	41.40	sft	2898.00	
6.	302. Master Toilet					
7.	Roofing flats 106, 406	150.00	41.40	sft	6210.00	
8.	206, 202, 205 C-Toilets					
9.						
10.						
11.	Total:				25,254.00	

Bill required	☑ YES ☐ NO.	GST bill required	☐ YES ☐ NO.
Measurement & estimate sheet:	☐ Required ☐ Not required	Measurement & estimate sheet:	☑ Enclosed ☐ Not enclosed
PO/WO no.		PO/WO date:	

Remarks :

Approved by Project Manager	Approved by Design Team	Approved by M.D.
Date: 11/3/22	Date:	Date:
Sign:	Sign:	Sign:

APPROVED BY
11 MAR 2022
Asst. Project Manager (B.R.G.V.)

Notes: 1. This advice must be sent within 7 days of completing work. 2. This form can be used for certifying labour bills, bills for hire charges, daily work, turnkey civil contractors. 3. Wherever not applicable – fill NA. 4. Estimate and measurement sheets are not required for turnkey jobs where guideline rates are clearly given.

ESTIMATE SHEET							
Company Name:	Aedis Developers LLP					Approved by	
Project :	MGA					Sign:	
Work Description :	False celling work.						
Prepared By:	Sobhanbabu.				Req no	85700.00	
Contractor Name:	Abdul Aziz Ansari.				Po. No	100588.00	
Date:	10.03.2022						
S NO.	**Item Head**	**Item Description**	**Quantity**	**Units**	**Rate**	**Amount**	**Grand Total**
1	MGA						
	False celling work. 5th Floor	Master toilet	210.00	Sft	41.40	8694.00	
		Common toilet	180.00	Sft	41.40	7452.00	
	103,302, flats Refixing work.	Master toilet	70.00	Sft	41.40	2898.00	
	106,406,306,202,205 flats Refixing work.	Common toilet	150.00	Sft	41.40	6210.00	
							25254.00
		Note:- 15% added on circular rate 852(D)					
						Grand Total	**25254.00**
	Amount in words :- Twenty five Thousand two hundrad fifty four only						

MEASUREMENT SHEET									
Company Name:	Aedis Developers LLP						Approved by		
Project :	MGA						Sign:		
Work Description :	False celling work.								
Prepared By:	Sobhanbabu.					Req no	85700.00		
Contractor Name:	Abdul Aziz Ansari.					Po. No	100588.00		
Date:	10.03.2022								
			A	B	C	D	E=AXBXCXD	F	G=Sum of E
S.No	**Item Head**	**Item Description**	**Length**	**Width**	**Haight**	**Nos**	**Quantity**	**Units**	**Total Head**
1	MGA								
	False celling work. 5th floor	Master toilet	5.00	7.00	1.00	6.00	210.00	Sft	
		Common toilet	7.50	4.00	1.00	6.00	180.00	Sft	
	103,302, flats Refixing work.	Master toilet	5.00	7.00	1.00	2.00	70.00	Sft	
	106,406,306,202,205 flats Refixing work.	Common toilet	7.50	4.00	1.00	5.00	150.00	Sft	
									610.00
							Total		**610.00**