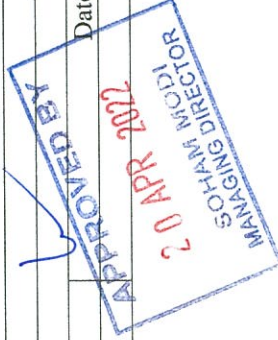


Form for closure of purchase order

Data required from site/engineers:					Material Not Received, cancel PO				
PO no.:	85373	PO date:	09/02/22	Req. no.:	141179	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: 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	K. Snela	Sign	Snela	Date	05/04/22	Project manager	A. Suresh	Sign	JS
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	
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				



Purchase OrderFrom 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		Doc No	85373	141179
Legend Elevations		Doc Date	09-02-2022	
3-5-967,Narayanguda,Hyderabad.		Quote No	NIL	
GSTIN 36AIKPG0292LZ21		Quote Date	08-02-2022	
9246101075		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- BANQUET HALL- 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- HANDWASH- 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- PANTRY- 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-RECREATION 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- LADIES TOILET- 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- GENTS TOILET- 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- CAFETARIA- 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- CRECHE- 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**

Accepted the above Terms And Conditions

For Legend Elevations

Purchase Order

Page(s) 2 Of 2
Measurement
Security
Remarks

' 05-04-2022 10:17:01

NIL
NIL

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

Original / Office Copy / Purchase Div.Copy

Purchase Order

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-5001
 G S T No. : 36ABLFM7631F1Z3

Supplier Details	
Legend Elevations	Doc No 85373 141179
3-5-967,Narayanguda,Hyderabad.	Doc Date 09-02-2022
	Quote No NIL
	Quote Date 08-02-2022
	SupplyType Supply
GSTIN 36AIKPG0292L2Z1	
9246101075	

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- <i>BANQUET HALL- 6" x 6"- 1 no</i>	36.00	12.00	0.00	18.00	509.76
2 6074 - Miscellaneous - SS Name Plates - other - Sq.inches SS Name- <i>HANDWASH- 6" x 6"- 1 no</i>	36.00	12.00	0.00	18.00	509.76
3 6074 - Miscellaneous - SS Name Plates - other - Sq.inches SS Name- <i>PANTRY- 6" x 6"- 1 no</i>	36.00	12.00	0.00	18.00	509.76
4 6074 - Miscellaneous - SS Name Plates - other - Sq.inches SS Name- <i>RECREATION ROOM- 6" x 6"- 1 no</i>	36.00	12.00	0.00	18.00	509.76
5 6074 - Miscellaneous - SS Name Plates - other - Sq.inches SS Name- <i>LADIES TOILET- 6" x 6"- 1 no</i>	36.00	12.00	0.00	18.00	509.76
6 6074 - Miscellaneous - SS Name Plates - other - Sq.inches SS Name- <i>GENTS TOILET- 6" x 6"- 1 no</i>	36.00	12.00	0.00	18.00	509.76
7 6074 - Miscellaneous - SS Name Plates - other - Sq.inches SS Name- <i>CAFETARIA- 6" x 6"- 1 no</i>	36.00	12.00	0.00	18.00	509.76
8 6074 - Miscellaneous - SS Name Plates - other - Sq.inches SS Name- <i>CRECHE- 6" x 6"- 1 no</i>	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.

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 HQ office or purchase site office. Proof of delivery/DC can be sent by email

For **Mehta & Modi Realty Kowkur LLP**

Authorised Signatory

Name : 

Accepted the above Terms And Conditions

For **Legend Elevations**

Name : _____

Date : / /

Requisition Form

Company Name:		Melita & Modi Realty Kowkur LLP		Date:		08-02-2022	
Site & Phase :		GHT		Time:		115.30	
Supplier		SSLLP		Req. No.		141179	
Material required before date:		12-02-2022		ID No.		73670	

No	Description	Size	Quantity	Units	Inward No	Date
1	SS NAME : BANQUET HALL	6'' X 6''	01	NO		
2	SS NAME : HANDWASH	6'' X 6''	01	NO		
3	SS NAME : PANTRY	6'' X 6''	01	NO		
4	SSNAME : RECREATION ROOM	6'' X 6''	01	NO		
5	SS NAME : LADIES TOILETS	6'' X 6''	01	NO		
6	SS NAME : GENTS TOILETS	6'' X 6''	01	NO		
7	SS NAME : CAFETARIA	6'' X 6''	01	NO		
8	SS NAME : CRECHE	6'' X 6''	01	NO		
9						
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.

