

Form for closure of purchase order

Data required from site/engineers:					
PO no.	83291	PO date	23/03/22	Req. no.	165613
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: <i>Material not Received</i>					
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 Ashiya.					
Prepared by	Sign	Date	Project manager	Sign	Date
<i>John</i>	<i>John</i>	06/05/22	<i>John</i>	<i>John</i>	06/05/22
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 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	

APPROVED BY
Date
13 MAY 2022
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

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06-05-2022 16:23:38

Original / Office Copy / Purchase Div.Copy

From Company : **Modi Realty (Miryalguda) LLP**
5-4-187/3&4, II nd Floor, M.G.Road, Secunderabad-500 003.
G S T No. : 36ABCFM6774G2ZZ

Supplier Details

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

GSTIN 36ACQFS2044C1Z7

040-66335551

9618244433

Doc No 86791 165613

Doc Date 26-03-2022

Quote No Nil

Quote Date 18-05-2018

SupplyType Supply

Kind Attn : Hamendra, Prabhakar

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 S1S4 - Steel - other - MS Gate - NA - Sft 38" x 40 - 05 nos	73.40	178.50	0.00	18.00	15,460.24
2 S1S4 - Steel - other - MS Gate - NA - Sft 49" x 40 - 10 nos	190.00	178.50	0.00	18.00	40,019.70
3 S1S8 - Miscellaneous - Hamali charges - NA - Per Sft	263.40	7.00	0.00	18.00	2,175.68
Total Order Value . . .					57,655.63

Rupees : Fifty Seven Thousand Six Hundred Fifty Five and Paise Sixty Three Only.

Terms and Conditions :-

Specification / Brand Fabrication, grinding & powder coating should be of good quality. Above rates approved by M.D. on dt. 24/04/2018 and accepted by contractor.

Payment Terms After Delivery & Production of bill

Tax All taxes included in above price.

Delivery Date Next week

Delivery Location AVR Guimohar Homes
Sy no-786, Miryalguda, Nalgonda Dist.
Phone. 9550139944

Penalty For Delay Nil

For **Modi Realty (Miryalguda) LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Summit Sales LLP**

Name : _____

Name : _____

Date : __/__/__

Contact :-

Purchase Order

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06-05-2022 16:23:38

Original / Office Copy / Purchase Div.Copy

Transportation Cost Included in the above price.

Warranty 1 year on workmanship

Advance Paid Nil

Other Terms We reserve the right to reject items not conforming to quality and specifications. Above order for V.no. 27,28,42,43 & 46.

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.'

For **Modi Realty (Miryalguda) LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Summit Sales LLP**

Name : _____

Name : _____

Date : __/__/__

Contact - -

Purchase Order

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26-03-2022 14:14:03

86791
16.03.22 2:13:35

From Company : **Modi Realty (Miryalguda) LLP**
5-4-187/3&4, II nd Floor, M.G.Road, Secunderabad-500 003.
G S T No. : 36ABCFM6774G2ZZ

Supplier Details

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

GSTIN 36ACQFS2044C1Z7

040-66335551

9618244433

Doc No	86791	165613
Doc Date	26-03-2022	
Quote No	Nil	
Quote Date	18-05-2018	
SupplyType	Supply	

Kind Attn : Hamendra, Prabhakar

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 8184 - Steel - other - MS Gate - NA - Sft 3'8" x 4'0 - 05 nos	73.40	178.50	0.00	18.00	15,460.24
2 8184 - Steel - other - MS Gate - NA - Sft 4'9" x 4'0 - 10 nos	190.00	178.50	0.00	18.00	40,019.70
3 6188 - Miscellaneous - Hamali charges - NA - Per Sft	263.40	7.00	0.00	18.00	2,175.68
Total Order Value . . .					57,655.63

Rupees : Fifty Seven Thousand Six Hundred Fifty Five and Paise Sixty Three Only.

Terms and Conditions :-

Specification / Brand Fabrication, grinding & powder coating should be of good quality. Above rates approved by M.D. on dt. 24/04/2018 and accepted by contractor.

Payment Terms After Delivery & Production of bill

Tax All taxes included in above price.

Delivery Date Next week

Delivery Location AVR Gulmohar Homes
Sy no-786, Miryalguda, Nalgonda Dist.
Phone. 9550139944

Penalty For Delay Nil

Transportation Cost Included in the above price.

Warranty 1 year on workmanship

Advance Paid Nil

Other Terms We reserve the right to reject items not conforming to quality and specifications. Above order for V.no. 27,28,42,43 & 46.

Completion Date Work to be completed in 4days. Penalty of 5% of order value per week shall be levied for delay.

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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 **Modi Realty (Miryalguda) LLP**

Authorised Signatory

Name : 

Accepted the above Terms And Conditions

For **Summit Sales LLP**

Name : _____

Date : __/__/__

Requisition Form - Powder coated compound wall gates												
Company	Modi Realty Miryalaguda LLP			Site & Phase		AVR GULMOHAR HOMES						
Req. no.	165613			Req. Date		2022-03-25						
Material required before				ID no.		74990						
Prepared by:				Zakir								
Flat / Block no:				27,28,42,43,46,								
Type 1250 Sft 2BHK Order Value:				villas								
Type 2340 Sft 3BHK Order Value:				5 villas								
S No.	Item Description	Units	Qty required for Type A1 2340 Sft 4BHK villas	Qty required for Type A1 & 3bhk Sft 2BHK villas	Type A1- 3bhk & 2BHK Villas requirement	Type A2 2 BHK flats requirement	Type A2 3 BHK flats requirement	Qty available at site	Balance Qty to be ordered	Quantity in sft	Inward No	Date
1	Small Gate 3'8" x 4'	Nos		1	5	-	-	5	5	73.4		
2	Big Gate 4'9" x 4'	Nos		2	5	-	-	10	10	190.0		
3	Sun flower for gate	Nos		1	5	-	-	5	5			
4	Lock Patti	Nos		1	5	-	-	5	5			
5	Tower Bolt	Nos		2	5	-	-	10	10			
5	Hinges	Nos		6	5	-	-	30	30			
6	Hinges patti	Nos		6	5	-	-	30	30			
Total								-	95	263.4		

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