Form for closure of purchase order

Data required from site/engineers:							
PO no.:	86190	PO date:	8/3/22	Req. no.:	192924	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:	part material received, remain close.

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
A. Janaki	AJ	6/5/22	M.Ramprasad	[illegible]	6/5/22

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
Rajyalakshmi		12/5/22			

Advice by MD - action to be taken by purchase:

☑	Get certified bill from supplier (not original). (PART)		
☒	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 MAY 2022
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

 06-05-2022 17:34:39 Original / Office Copy / Purchase Div.Copy

From Company : **Modi Reality Mallapur LLP**
5-4-187/3&3, II nd floor, Soham Mansion, MG Road, Secunderabad.
G S T No. : 36AAEFM1459R1ZP

Supplier Details			
Sri Sai Vishal Enterprises	**Doc No**	86190	192924
12-13-167,Street no 17, Tarnaka, Medchal, Malkajgiri, Tellangana-500017.	**Doc Date**	08-03-2022	
	Quote No	Nil	
GSTIN 36ACZPL1512H1ZF	**Quote Date**	08-03-2022	
9391029193 9391029193	**SupplyType**	Supply	

Kind Attn : Akula Lakshmi

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	1005 - Building material - Cement Solid Blocks - 6 In x8 In x16 In - nos	2,000.00	31.00	0.00	0.00	62,000.00
					Total Order Value . . .	**62,000.00**

Rupees : Sixty Two Thousand Only.

Terms and Conditions :-

Specification / Brand Items shall be of 25kgs approx.Strength minimum 30kgs/cm2, QC report a must!

Payment Terms Within 30 days of delivery of all materials & production of bill.

Tax All taxes included in above price.

Delivery Date As per request of Project Manager

Delivery Location Gulmohar Residency
Survey No 19, Mallapur, Hyderabad. NExt to NFC Railway Over Bridge
Phone. Contact: Security _______, Admin 9502211011

Penality For Delay Bills must be submitted to H.O. within 30days of supply of material. 10% plty on value of order will be deducted for delay in submission of bills.

Transportation Cost Included in the above price.

Warranty Nil

Advance Paid Nil

Other Terms We reserve the right items not confirming to qlty & specs. Breakage in your account. Above order for A-Block back side drive way below work 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 deli vary /DC can be sent by email.

For *Modi Reality Mallapur LLP*

Authorised Signatory

Accepted the above Terms And Conditions

For *Sri Sai Vishal Enterprises*

Name : ______________________ Name : ______________________ Date : __/__/____

Cement Blocks – Weekly Delivery Report

Company/ firm:	Modi Realty Mallapur LLP	Requisition nos.:	192924	Total PO quantity:	2000
Project:	Gulmohar Residency	PO No(s).	86190	Quantity delivered in earlier period:	550
Block /Flat / Villa no.:	A Block back side drive way below work purpose	Total material delivered	NO	Quantity delivered during week:	700
Supplier:	SRI SAI VISHAL ENTERPRISES	Close PO:	NO	Balance quantity to be delivered:	750
Sign of security		Sign of Admin		Sign of Project manager	
Date	26/4/22	Date	25/04/22	Date	

Details of solid blocks – delivered in earlier period.

S No	Date	Time	Block Size & type	Quantity delivered	DC No.	Inward no.	MRN No.
1.	5.04.22	1:00	6”x8”x16”	550	006	8053	105788
2.							

Details of solid blocks – delivered during the week.

S No	Date	Time	Block Size & type	Quantity delivered	DC No.	Inward no.	MRN No.
1.	21.04.22	3:00	6”x8”x16”	350	026	8202	106437
2.	22.04.22	3:30	6”x8”x16”	350	027	8217	106406
	Total			700			

Note: 1. Report to be sent to HO every Saturday with delivery challans of this week with photos. 2. Report must have totals calculated. 3. Specify block size and block type (solid / hollow). 4. Total qutity and delivered quantity includes all types of blocks.

DELIVERY CHALLAN ✆ : 8367679193

SRI SAI VISHAL ENTERPRISES

FLY ASH BRICKS

Factory : Godumakunta Vill., Keesara Mdl, Medchal Dist.
Office : Street No. 17, Tarnaka, Secunderabad.
GSTIN: 36ACZPL1512H1ZF

No. 0287 Date : 22/04/22

M/s. Modi Reality mallapur LLP

P.O. No. 8690 Date :

S.No.	PARTICULARS	BRICK SIZE	QUANTITY
	Solid Bricks	6"x8"x16"	350 nos
	Vehicle No. TS-08 UE 0811 Time : 12:40 Driver Name : Manoj		

INWARD
MODI REALTY MALLAPUR LLP
Ward No 847 Dt. ......
GRN No 106406 Dt. 25/04/22
Received By Sign 22/04/22

Received the above material in good condition. SRI SAI VISHAL ENTERPRISES

Receiver's Signature 2

DELIVERY CHALLAN ✆ : 8367679193

SAI VISHAL ENTERPRISES

FLY ASH BRICKS

Factory : Godumakunta Vill., Keesara Mdl, Medchal Dist.
Office : Street No. 17, Tarnaka, Secunderabad.
GSTIN: 36ACZPL1512H1ZF

No. 0286

Date : 21-04-22

M/s. Modi Realty Mallapur LLP

P.O. No. 86190 Date :

S.No.	PARTICULARS	BRICK SIZE	QUANTITY
1	Solid Bricks	6x8x16	350 No
	Vehicle No. TS 08 UE 0811		
	Time :		
	Driver Name : Naresh		
			350 No

INWARD
MODI REALTY MALLAPUR LLP
Ward No. 8202 Dt. 21/04/22
MRN No. 106437 Dt. 25/04/22
21/04/22

Received the above material in good condition

For SRI SAI VISHAL ENTERPRISES

Receiver Signature

Purchase Order

 08-03-2022 10:47:54

86190
28.02.22 2:52:28

From Company : **Modi Reality Mallapur LLP**
5-4-187/3&3, II nd floor, Soham Mansion, MG Road, Secunderabad.
G S T No. : 36AAEFM1459R1ZP

Supplier Details

Sri Sai Vishal Enterprises
12-13-167,Street no 17, Tarnaka, Medchal, Malkajgiri,
Tellangana-500017.

GSTIN 36ACZPL1512H1ZF
9391029193 9391029193

Doc No	86190	192924
Doc Date	08-03-2022	
Quote No	Nil	
Quote Date	08-03-2022	
SupplyType	Supply	

Kind Attn : Akula Lakshmi

Purchase Order for the Supply of following Items.

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	Total Order Value . . .					**62,000.00**

Rupees : Sixty Two Thousand Only.

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Payment Terms Within 30 days of delivery of all materials & production of bill

Tax All taxes included in above price.

Delivery Date As per request of Project Manager

Delivery Location Gulmohar Residency
Survey No 19, Mallapur, Hyderabad. NExt to NFC Railway Over Bridge
Phone. Contact: Security _______, Admin 9502211011

Penality For Delay Bills must be submitted to H.O. within 30days of supply of material. 10% plty on value of order will be deducted for delay in submission of bills.

Transportation Included in the above price.

Warranty Nil

Advance Paid Nil

Other Terms We reserve the right items not confirming to qlty & specs. Breakage in your account. Above order for A-Block back side drive way below work 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 deli vary /DC can be sent by email.

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

APPROVED BY
10 MAR 2022
SOHAM MODI
MANAGING DIRECTOR

For *Modi Reality Mallapur LLP*
Authorised Signatory
Name : ______________

Accepted the above Terms And Conditions
For *Sri Sai Vishal Enterprises*

Name : ______________

Date : __/__/____

Requisition Form - Cement Blocks

Company	Modi Realty Mallapur LLP	Site & Phase	Gulmohar Residency
Req. no	192924	Req. Date	07.03.22
Material required before	09.03.22	ID no.	74451
Prepared by:	A.Janaki	Approved by (sign):	
Flat / Block no:	A-block back side driveway below work purpose at GMR site		

S No.	Falt / villa type	Units	No. of flats / villas	Requirement per flat / villa - 6" Cement blocks (16"x8"x6")	Requirement per flat / villa - 4" Cement blocks (16"x8"x4")	Qty required - 6" Cement blocks (16"x8"x6")	Qty required - 4" Cement blocks (16"x8"x4")
1	Type A - 3BHK - 1,210 sft	Nos	-	-	-	-	-
2	Type C - 2BHK - 1,110 sft	Nos	-	-	-	-	-
3	Type C - 1BHK - 540 sft	Nos	-	-	-	-	-
4	Type D - 2BHK - 840 sft	Nos	-	-	-	-	-
	Total		-	-	-	-	-
						-	-

86190

S No.	Item Description	Units	Qty required	Stock at site	Balance Qty to be ordered
1	6" Cement blocks (16"x8"x6")	Nos	2,000.0	-	2,000.0
2	4" Cement blocks (16"x8"x4")	Nos	-	-	-
	Total				

Note: 10% of blocks must be half size

APPROVED
08 MAR 2022
P. PRABHAKAR
Sr. MANAGER

APPROVED BY
07 MAR 2022
PROJECT MANAGER

APPROVED BY
10 MAR 2022
SOHAM MODI
MANAGING DIRECTOR