

Form for closure of purchase order

Data required from site/engineers:					
PO no.:	86833	PO date:	28/3/22	Req. no.:	193008
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 the 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	Sign	Date	Project manager	Sign	Date
A. Tanaka	Ap	06/05/22	M. Ramprasad	Ramprasad	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
Devi Yalabhar		12/5/22			
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 PQs.				
☐	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			

APPROVED BY
13 MAY 2022
D. CHAM MOU
MANAGING DIRECTOR

Purchase Order

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06-05-2022 17:00:51

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
12-13-167, Street no 17, Tarnaka, Medchal, Malkajgiri,
Telangana-500017.

GSTIN 36ACZPL1512H1ZF

9391029193

9391029193

Doc No	86833	193008
Doc Date	28-03-2022	
Quote No	Nil	
Quote Date	19-05-2022	
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	1,200.00	31.00	0.00	0.00	37,200.00
Total Order Value . . .					37,200.00

Rupees : Thirty Seven Thousand Two Hundred 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**Penalty For Delay** Bills must be submitted to H.O. within 30days of supply of material. 10% pty 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 qty & specs. Breakage in your account. Above order for B-Block (104 105) in upper basement 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 : __/__/__

Purchase Order

Page(s) 1 Of 1

28-03-2022 3:22:58 PM



86833

16.03.22 2:13:36

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5-4-187/3&3, II nd floor, Soham Mansion, MG Road, Secunderabad.
G S T No. : 36AAEFM1459R1ZP

Supplier Details

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12-13-167, Street no 17, Tarnaka, Medchal, Malkajgiri,
Telangana-500017.

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For **Modi Reality Mallapur LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Sri Sai Vishal Enterprises**

Name : _____

Name : _____

Date : ____/____/____

Contact : -

Requisition Form - Cement Blocks							
Company		Modi realty mallapur L.P		Site & Phase		Guimohar residency	
Req no		193008		Req. Date		28.03.22	
Material required before		30.03.22		ID no.		75070	
Prepared by		madhan		Approved by (sign):		Rampasad	
Flat / Block no		for B-block flats (104,105) in upper basement work purpose at GMR site.					
S No	Flat / 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 sq ft	Nos	-	-	-	-	-
2	Type C - 2BHK - 1,110 sq ft	Nos	-	-	-	-	-
3	Type C - 1BHK - 540 sq ft	Nos	-	-	-	-	-
4	Type D - 2BHK - 840 sq ft	Nos	-	-	-	-	-
Total							
S No	Item Description	Units	Qty required	Stock at site	Balance Qty to be ordered		
1	6" Cement blocks (16"x8"x6")	Nos	1,200.0	-	1,200.0		
2	4" Cement blocks (16"x8"x4")	Nos	-	-	-		
Total							

Note: 10% of blocks must be half size

86833

APPROVED
29 MAR 2022
P. PRABHAKAR
S. MANAGER PURCHASE