Form for closure of purchase order

Data required from site/engineers:							
PO no.:	86147	PO date:	07-03-2022	Req. no.:	95073	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: 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
Pushpalatha	Pushpalatha	07-05-2022	Suman	[signature]	

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:			
G. ~~[illegible]~~ Bills not received yet.			

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
G. Pirames	G. Pirames	10/5/22			

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 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:			

Cancel

Prepared by	Sign	Date
		13 MAY 2022

APPROVED BY
13 MAY 2022
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

 07-05-2022 10:53:20 Original / Office Copy / Purchase Div.Copy

From Company : **Modi Realty Genome Valley LLP**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36ABFFM3063P1ZU

Supplier Details			
Sri Laxmi Ganesh Steels & Hardware	**Doc No**	86147	95073
Shop no. 6-6-125/A/2, Kavadiguda main road, Beside SBH, Secunderabad	**Doc Date**	07-03-2022	
	Quote No	Nil	
GSTIN 36ARPPK9655D2ZA	**Quote Date**	04-03-2022	
9246205245/9542575725	**SupplyType**	Supply	

Kind Attn : G. Anil

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	9550 - Tools - Machine Blade - other - nos *cutting wheels*	10.00	25.00	0.00	18.00	295.00
					Total Order Value . . .	**295.00**

Rupees : Two Hundred Ninty Five Only.

Terms and Conditions :-

Specification / As per details given in the quotation.

Payment Terms 100% as advance

Tax Included in the above price

Delivery Date Material delivered.

Delivery Location Bloomdale Residency at Genome Valley
Murharipalli,servey no-31& 32
Phone. Madhu Site Engineer - 9502211499

Penality For Delay Nil

Transportation Transport cost shall be borne by us.

Warranty Nil

Advance Paid 18450/- check

Other Terms We resreve the right to reject the item not confirming to the specifications . Above order for site use 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 delivery/DC can be sent by email.'

For *Modi Realty Genome Valley LLP*

Authorised Signatory

Accepted the above Terms And Conditions

For ***Sri Laxmi Ganesh Steels & Hardware***

Name : ____________________ Name : ____________________ Date : __/__/____

Purchase Order

 07-03-2022 1:00:15 PM

86147
28.02.22 2:52:28

From Company : **Modi Realty Genome Valley LLP**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36ABFFM3063P1ZU

Supplier Details			
Sri Laxmi Ganesh Steels & Hardware	**Doc No**	86147	95073
Shop no. 6-6-125/A/2, Kavadiguda main road, Beside SBH, Secunderabad	**Doc Date**	07-03-2022	
	Quote No	Nil	
GSTIN 36ARPPK9655D2ZA	**Quote Date**	04-03-2022	
9246205245/9542575725	**SupplyType**	Supply	

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Security Nil

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For ***Modi Realty Genome Valley LLP***

Authorised Signatory

Name : ____________

Contact - -

Accepted the above Terms And Conditions

For ***Sri Laxmi Ganesh Steels & Hardware***

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	MRGV	Date:	04-03-2022
Site & Phase :	BRGV	Time:	04:30PM
Supplier		Req. No.	95073
Material required before date:	07-03-2022	ID No.	74380

No	Description	Size	Quantity	Units	Inward No	Date
1	Cutting wheels		10	No's		
2						
3						
4						
5	86147					
6						
7						
8						
9						
10						

Remarks: Towards BRGV site purpose

Prepared By	Pushpalatha	Approved by	sarwar
Sign.& Date	04-03-22	Sign. & Date	04-03-22

Note: On receipt of material at site write inward number and date in last 2 columns.

APPROVED
07 MAR 2022
P. PRABHAKAR
Sr. MANAGER PURCHASE