Form for closure of purchase order

Data required from site/engineers:							
PO no.:	86126	PO date:	4/3/22	Req. no.:	192904	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 close 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. Janaki	Aj	6/5/22	M. Ramprasad	[signature]	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	[signature]	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 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
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			
Veerabhadra Enterprises D.No. 3-2-188, Raja Mudaliar Street, Secunderabad - 500 003.	**Doc No**	86126	192904
	Doc Date	04-03-2022	
	Quote No	Nil	
GSTIN 36AEMPG9276J1ZV	**Quote Date**	04-03-2022	
040 - 66338850 9246269111	**SupplyType**	Supply	

Kind Attn : Mr. Venkatesh.

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	4030 - Consumables - Fruit packing cover - other - pkts	3.00	75.00	0.00	18.00	265.50
					Total Order Value . . .	**265.50**

Rupees : Two Hundred Sixty Five and Paise Fifty Only.

Terms and Conditions :-

Specification / Brand	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
Delivery Date	Already delivered
Delivery Location	Gulmohar Residency Survey No 19, Mallapur, Hyderabad. NExt to NFC Railway Over Bridge Phone. Contact: Security _______, Admin 9502211011
Penality For Delay	Nil
Transportation Cost	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for F-Block 101 102 106 purpose.
Completion Date	Nil
Measurment	Nill
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 Reality Mallapur LLP***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Veerabhadra Enterprises***

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

Purchase Order

 04-03-2022 16:55:59 O

86126
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			
Veerabhadra Enterprises D.No. 3-2-188, Raja Mudaliar Street, Secunderabad - 500 003.	**Doc No**	86126	192904
	Doc Date	04-03-2022	
	Quote No	Nil	
GSTIN 36AEMPG9276J1ZV	**Quote Date**	04-03-2022	
040 - 66338850 9246269111	**SupplyType**	Supply	

Kind Attn : Mr. Venkatesh.

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Rupees : Two Hundred Sixty Five and Paise Fifty Only.

Terms and Conditions :-

Specification / As per details given in the quotation.

Payment Terms After Delivery & Production of bill

Tax Inclusive of all taxes

Delivery Date Already delivered

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

Penality For Delay Nil

Transportation Transport cost shall be borne by us.

Warranty Nil

Advance Paid Nil

Other Terms We reserve the right to reject items not conforming to quality and specifications. Above order for F-Block 101 102 106 purpose.

Completion Date Nil

Measurment Nill

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 Reality Mallapur LLP*

Authorised Signatory

Name : ____________

Accepted the above Terms And Conditions

For ***Veerabhadra Enterprises***

Name : ____________

Date : __/__/____

Requisition Form - Switches etc.

Company	Modi Realty Mallapur LLP	Site & Phase	Gulmohar Residency
Req. no.	192904	Req. Date	01.03.22
Material required before	03.02.22	ID no.	74358
Prepared by:	A. Janaki	Approved by (sign):	Ram Prasad
Flat / Block no:	F- Block flat no:101.102.106		

Type A 1360 Sft 3BHK Order Value: 3 Flats

S No.	Item Description	Units	Qty required forType A 1360 Sft 3BHK flat	Qty required forType D 840 Sft 2BHK flat	Type D 840 Sft 2 BHK flats requirement	Quantity required	Qty Available at site	Balance Qty to be ordered	Inward No	Date
1	40 Amps Isolator-4P	Nos	1.0		0	3.0	0	3.00		
2	16 Amps MCB	Nos	10.0		0	3.0	0	30.00		
3	6 Amps MCB	Nos	10.0		0	3.0	0	30.00		
4	10 AMPS MCB	Nos	-		0	3.0		0.00		
5	8 Module plates	Nos	7.0		0	3.0	0	21.00		
6	6 Module plates	Nos	30.0		0	3.0	0	90.00		
7	2 Module plates	Nos	2.0		0	3.0	0	6.00		
8	16 Amps Socket	Nos	10.0		0	3.0	0	30.00	86125	
9	6 Amps Socket	Nos	35.0		0	3.0	0	105.00		
10	T.V Socket	Nos	1.0		0	3.0	0	3.00		
11	Telephone Socket	Nos	-		0	3.0	0	0.00		
12	16 Amps Switches	Nos	10.0		0	3.0	0	30.00		
13	6 Amps Switches	Nos.	75.0		0	3.0	0	225.00		
14	Bell push	Nos	1.0		0	3.0	0	3.00		
15	Fan Regulator	Nos	6.0		0	3.0	0	18.00		
16	Blank Plate single	Nos	-		0	3.0	0	0.00		
17	PVC Connectors - 6Amps	Nos	-		0	3.0	0	0.00		
18	AC Round sheets 4"	Nos	60.0		0	3.0	0	180.00		
19	6" Fan Cover PVC	Nos	8.0		0	3.0	0	24.00		
20	fruit packing cover	Nos 86126	1.0		0	3.0	0	3.00		
21	Insulation Tapes	Nos	10.0		0	3.0	0	30.00		
	Total					63.00	0.00	831.00		

APPROVED
07 MAR 2022
P. PRABHAKAR
Sr. MANAGER PURCHASE

07 MAR 2022
PROJECT