

Form for closure of purchase order

Data required from site/engineers:					
PO no.:	86233	PO date:	9/3/22	Req. no.:	192928
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, 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	AS	6/5/22	M. Rampasad	[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
Rajyalalun	[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			



Purchase Order

Page(s) 1 Of 1

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

CEMEX INFRA
Sy. no. 312, Rampally (V111), Kesara (Mandal) Medchal Dist. - 501301

GSTIN 36AANFC3197R1ZJ
8367099999 9848210686

Doc No	86233	192928
Doc Date	09-03-2022	
Quote No	NIL	
Quote Date	09-03-2022	
SupplyType	Supply	

Kind Attn : G.Surendar Reddy

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 1013 - Building material - Ready Mix Concrete - NA - cu. mtrs.	100.00	3,850.00	0.00	0.00	385,000.00
Total Order Value . . .					385,000.00

Rupees : Three Lakh(s) Eighty Five Thousand Only.

Terms and Conditions :-

Specification / Brand Concrete mix shall be of 'Cemex' Ready Mix Concrete.

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. Contact Person Mr Ramprasad-8309938133.
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 in delay submission of bills.

Transportation Cost Included in the above price

Warranty Nil

Advance Paid Nil

Other Terms Payment will be made only after inspection of material. Above order for A-Block west side driveway slab 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 delivery/DC can be sent by email.'

For **Modi Reality Mallapur LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **CEMEX INFRA**

Name : _____

Name : _____

Date : __/__/__

Purchase Order

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09-03-2022 10:29:21 AM



86233

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

CEMEX INFRA
Sy. no. 312, Rampally (V111), Kesara (Mandal) Medchal Dist. - 501301
8367099999
9848210686

Doc No 86233 192928
Doc Date 09-03-2022
Quote No NIL
Quote Date 09-03-2022
SupplyType Supply

Kind Attn : **G.Surender Reddy**

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For MDs APPROVAL

- ☒ High Value/quantity beyond limits.
☒ Po/Req. processed-post approval.
☐ Approval for technical details/clarification
☐ Replenishing SLLP stock
☐ Other



For **Modi Reality Mallapur LLP**

Authorised Signatory

Name : _____ 09/03/2022

Accepted the above Terms And Conditions

For **CEMEX INFRA**

Name : _____

Date : ____/____/____

Requisition Form

Company Name:		MODI REALTY MALLAPUR LLP		Date:	08.03.22	
Site & Phase :		GULMOHAR RESIDENCY		Time:	11:00	
Supplier				Req. No.	192928	
Material required before date:		10.03.22		ID No.	74473	

No	Description	Size	Quantity	Units	Inward No	Date
1.	RMC	M20	100	M3	3,850/-	
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

Remarks: For A-block ~~wet~~ side drive way slab work purpose at GMR site .

Prepared By	A.janaki	Approved by	
Sign. & Date	08.03.22	Sign. & Date	

Note:

