Form for closure of purchase order

Data required from site/engineers:							
PO no.:	86920	PO date:	31-03-2022	Req. no.:	95093	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: Keep PO Open. Material Require to site

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	Sasikiran	[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:
Bills not receved 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. Parameshwari	GParameshwari	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:

Prepared by	Sign	Date

APPROVED BY
13 MAY 2022
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

 07-05-2022 10:55:34 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			
Mahaveer Glasss Ply wood Plot No.53, Bhavani Complex, Mallapur, Nacharam, Hyderabad-500 076..	**Doc No**	86920	95093
	Doc Date	31-03-2022	
	Quote No	Nil	
GSTIN 36AIWPP3583D1ZQ	**Quote Date**	30-03-2022	
9246118825/9440684764. 9246118825	**SupplyType**	Supply And Installation	

Kind Attn : Mr. Dhansukh Patel/Ramesh Patel

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	2241 - Carpentry -glass - Mirror - 5mm - sft *Frame with Mirror - 3' wide x 5' height - 03 nos*	45.00	225.00	0.00	18.00	11,947.50
					Total Order Value . . .	**11,947.50**

Rupees : Eleven Thousand Nine Hundred Fourty Seven and Paise Fifty Only.

Terms and Conditions :-

Specification /	All Mirror Glass shall be brand of Saint gobain or Modi Guard.
Payment Terms	After Delivery & Production of bill
Tax	All taxes are included in above prices
Delivery Date	Within 4days.
Delivery Location	Bloomdale Residency at Genome Valley Murharipalli,servey no-31& 32 Phone. Madhu Site Engineer - 9502211499
Penality For Delay	Nil
Transportation	Extra as per actuals.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order is for BRGV Gym room 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 ***Mahaveer Glasss Ply wood***

Name : ______________________

Name : ______________________

Date : __/__/____

Purchase Order

Page(s) 1 Of 1 31-03-2022 12:54:14

86920
16.03.22 2:13:38

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			
Mahaveer Glasss Ply wood Plot No.53, Bhavani Complex, Mallapur, Nacharam, Hyderabad-500 076..	**Doc No**	86920	95093
	Doc Date	31-03-2022	
	Quote No	Nil	
GSTIN 36AIWPP3583D1ZQ	**Quote Date**	30-03-2022	
9246118825/9440684764. 9246118825	**SupplyType**	Supply And Installation	

Kind Attn : Mr. Dhansukh Patel/Ramesh Patel

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Payment Terms	After Delivery & Production of bill
Tax	All taxes are included in above prices
Delivery Date	Within 4days.
Delivery Location	Bloomdale Residency at Genome Valley Murharipalli,servey no-31& 32 Phone. Madhu Site Engineer - 9502211499
Penality For Delay	Nil
Transportation Cost	Extra as per actuals.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order is for BRGV Gym room 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

Name : 01/04/2022

Accepted the above Terms And Conditions

For *Mahaveer Glasss Ply wood*

Name : ______________________

Date : __/__/____

Requisition Form

Company Name:	MRGV	Date:	16-03-2022
Site & Phase :	BRGV	Time:	10:30AM
Supplier		Req. No.	95093
Material required before date:	18-03-2022	ID No.	74732

No	Description	Size	Quantity	Units	Inward No	Date
1	Miiror with frame - Surey	3' Wide x 5' height	03	No's		
2						
3						
4						
5						
6		86920				
7						
8	T.D Manga 17/3/22					

Remarks: Towards BRGV GYM room purpose

Prepared By	Pushpalatha	Approved by	sarwar
Sign.& Date	16-03-22	Sign. & Date	16-03-22

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

APPROVED BY
17 MAR 2022
SOHAM MODI
MANAGING DIRECTOR

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

Approval for making PO/WO/RO			Prepared by:	T.D.Murthy		Date:	02-03-2022	Sign:	
Company: Modi Realty Genome Valley			Site:	BRGV		Req. No:	95093	Req date:	16-03-2022
Rates / Quotation comparison.				Vendor 1	Vendor 1	Vendor 2	Vendor 2	Vendor 3	Vendor 3
Vendor Name				Mahaveer Glass Plywood		Sri Sai Rohith Marketing			
S No	Item	Qty	Units	Rate 1	Amount 1	Rate 2	Amount 2	Rate 3	Amount 3
1	Mirror with Frame - 3'0 W x 5'0 H - 03 Nos	45.00	nos	225.00	10,125.00	300.00	13,500.00	-	-
2	(Including MDF Back panel)	-		-	-	-	-	-	-
3		-		-	-	-	-	-	-
4				-	-	-	-	-	-
	Total	45.00			10,125.00		13,500.00		-
Payment terms:		After delivery & completion of the work.							
Taxes:		GST extra @18%							
Transportation & Other charges:		Extra as per actuals							

Approved rate / vendor for supply of material						
S No	Item	Qty	Units	Rate	Amount	Vendor
1	Mirror with Frame - 3'0 W x 5'0 H - 03 Nos	45.00	nos	225.00	10,125.00	Mahaveer Glass Plywood
2		-		-	-	
3		-		-	-	
4				-	-	
	Total	45.00			10,125.00	
Payment terms:		After delivery & completion of the work.				
Taxes:		GST extra @18%				
Transportation & Other charges:		Extra as per actuals				
Remarks:						
Approved by MD:						
Date:						

APPROVED BY
30 MAR 2022
SOHAM MODI
MANAGING DIRECTOR

Note: Purchased manager is hereby authorized to issue this PO/RO/WO as per terms prescribed in Cir no 300(f)

For MDs APPROVAL

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

28/3/22