SOV

Form for closure of purchase order

Data required from site/engineers:							
PO no.:	85251	PO date:	08/2/22	Req. no.:	185123	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:							

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
K. Tulasi Rani	TR	09/5/22	K Purushotham	[signature]	8/02/22

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: Bill Not Received			

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
Ramesh	[signature]	13/5/22			

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

APPROVED BY
13 MAY 2022
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

 09-05-2022 10:52:14 Original / Office Copy / Purchase Div.Copy

From Company : **Modi Housing Pvt.Ltd**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36AADCM5906D2Z0

Supplier Details			
CEMEX INFRA Sy. no. 312, Rampally (V111), Kesara (Mandal) Medchal Dist. - 501301	**Doc No**	85251	185123
	Doc Date	08-02-2022	
	Quote No	NIL	
GSTIN 36AANFC3197R1ZJ	**Quote Date**	08-02-2022	
8367099999 9848210686	**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. *M-15*	12.00	3,200.00	0.00	0.00	38,400.00
					Total Order Value . . .	**38,400.00**

Rupees : Thirty Eight Thousand Four Hundred 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	Silver Oak Villas Part III Sy .No.11,12,14,15,16,17,18 , 294 Phone. 0
Penality For Delay	Bills must be submitted to H.O. within 30days of suppy of material.10% plty 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 Extension of GHMC Nala at south side 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 Housing Pvt.Ltd*
Authorised Signatory

Accepted the above Terms And Conditions
For *CEMEX INFRA*

Name : ______________ Name : ______________ Date : __/__/____

Purchase Order

 08-02-2022 11:10:38 AM

85251
31.01.22 4:53:34

From Company : **Modi Housing Pvt.Ltd**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36AADCM5906D2Z0

Supplier Details

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

8367099999
9848210686

Doc No	85251	185123
Doc Date	08-02-2022	
Quote No	NIL	
Quote Date	08-02-2022	
SupplyType	Supply	

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For *Modi Housing Pvt.Ltd*
Authorised Signatory

Name : 08/02/2022

Accepted the above Terms And Conditions
For *CEMEX INFRA*

Name : ______________________

Date : __/__/____

Requisition Form

Company Name:	MHPLSOV	Date:	24-01-2022
Site & Phase :	MHPLSOV -III	Time:	10.00
Supplier		Req. No.	185123
Material required before date:	urgent	ID No.	73248

No	Description	Size	Quantity	Units	Inward No	Date
1	RMC	M15	12	CUM		
	PO 85257					

Remarks: - For Extension of GHMC Nala at south gate side purpose

Prepared By	B.Meenakshi	Approved by	
Sign.& Date	24-01-2022	Sign. & Date	

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