Form for closure of purchase order

PO no.: 93774	PO date: 9/11/22	Req. no.: 208210	Advice Scan ID
Barcoded PO available ☑ Y/□ N	Invoice original available □Y/☑N /□Copy available	POD available □Y/☑N	

Data required from site/engineers:		
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 this PO.		

Notes: 1. Provide details of material received by way of separate attachment. 2. Provide scanned copy of DCs/proof of delivery + PO. 3. Provide copies of invoices if available. 4. This entire set to be scanned and sent to Ravi.

Prepared by: Basaveshwari	Sign:	Date: 10/03/23
Data required from accounts:		
□ Checked with E&D for receipt of bills.		
☑ Bills not received against this PO.	□ Part bill received against this PO.	□ All bills received against this PO.
□ Advance paid against this PO	Amount paid:	Date of payment:

Details of part bill received:

Sl. No.	Bill no.	Bill date	Bill amount	Cr. given to supplier
1.				
2.				
3.				

Remarks by Accountants:		
Prepared by: Rajyalakshmi	Sign:	Date: 14/03/23

Notes: 1. POs/WOs issued for turnkey works - may have been processed by E&D. Check before filling the above.

Prepared by:	Sign:	Date:

Remarks by Ravi + details of bills to be approved:

Sl. No.	Bill no.	Bill date	Bill amount	MRN no.
1.				
2.				
3.				

Remarks: Cancel this P.O		
Prepared by: Ravi	Sign:	Date: 15/03/23

Advice by MD - action to be taken.

□ Get certified bill from supplier (not original).		□ Prepare bill in SSLLP for material supplied.	
□	Thereafter, prepare advice for credit to supplier and send to Soham for processing.		
☑	Close PO	□	Keep PO open. Material awaited
□	Accounts to be reconciled with supplier. Get supplier's ledger.		
Remarks:			
Approved by: Soham	Sign:	Date:	

APPROVED BY
16 MAR 2023
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

Page(s) 1 Of 1   09-11-2022 11:04:57 AM

93774
01.11.22 2:56:54

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			
ARN UPVC Windows and Doors	**Doc No**	93774	208210
Plot no. 44, Surya Nagar, Beside Govt. Hospital, Mallapur, Hyderabad - 500040	**Doc Date**	09-11-2022	
	Quote No	Nil	
GSTIN 36BNJPC2335M1ZY	**Quote Date**	09-11-2022	
9700057664	**SupplyType**	Supply	

Kind Attn : Mr. Rohith Kumar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	507100 - WIND-Windows - UPVC - Ventilator - top hung-- - 885X585mm - Nos *3'x2'-6 Sft*	4.00	3,600.00	0.00	18.00	16,992.00
					Total Order Value . . .	**16,992.00**

Rupees : Sixteen Thousand Nine Hundred Ninty Two 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	Next Working Day.
Delivery Location	Gulmohar Residency Survey No 19, Mallapur, Hyderabad. NExt to NFC Railway Over Bridge Phone. Contact: Security _______, 8309938133
Penality For Delay	Nil
Transportation	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	NA
Other Terms	We reserve the right to reject items not conforming to quality and specifications. For F and D-Block Lift Purpose.
Completion Date	NA
Measurment	Payment will be made as per actual measurement of material received at site.
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 invoice 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 : Venu

Contact - -

Accepted the above Terms And Conditions

For ***ARN UPVC Windows and Doors***

Name : ____________________

Date : __/__/____

Requisition Form

Company Name: MRMLLP

Site & Phase : GMR

Unit No./Block No. F & D blocks

Supplier: ARN UPVC Windows & doors

Material required before date: urgent

Date: 05-11-2022

Time: 16:00

Req. No. 208210

ID No. 81256

S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	WIND5071-Windows-UPVC - Ventilator - top hung---885X585mm-Nos 93774 3'x2' - 600 sft	4	0	4		
2						
3						
4						
5						
6						
7						
8						
9						
10						

Remarks: For F and D block lift ventilation purpose

	Engineer	Project Manager Ram Prasad	Purchase	MD
Prepared By:	Nagendar - 7674962386			
Approved By:				
Sign & Date:	05.11.2022			

APPROVED BY
07 NOV 2022
M. RAM PRASAD (G.M.R.)
Project Manager

APPROVED
09 NOV 2022
P. VENKATESHWARLU
MANAGER PURCHASE