Form for closure of purchase order

PO no.: 92405	PO date: 29/09/22	Req. no.: 193900	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

 30-09-2022 11:51:59

92405
16.09.22 3:01:08

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			
Summit Sales LLP	**Doc No**	92405	193900
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	29-09-2022	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	29-09-2022	
040-66335551 9618244433	**SupplyType**	Supply	

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	365500 - BUIL-Building Material - Tan Brown Granite-- - 975WX2850LX19MM - Sft	250.00	59.80	0.00	18.00	17,641.00
2	6188 - Miscellaneous - Hamali charges - NA - Per Sft	250.00	7.00	0.00	18.00	2,065.00
					Total Order Value . . .	**19,706.00**

Rupees : Ninteen Thousand Seven Hundred Six Only.

Terms and Conditions :-

Specification /	All items shall be of 19mm thickness slabs. The above rates only for material supply.
Payment Terms	After delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Next day
Delivery Location	Gulmohar Residency Survey No 19, Mallapur, Hyderabad. NExt to NFC Railway Over Bridge Phone. Contact: Security _______, Admin 9502211011
Penality For Delay	Bills must be submitted to H.O. within 30days of completion of work.10% plty on value of order will be deducted for delay in submission of bills.
Transportation	Included in above price.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for Children Park Purpose
Completion Date	Nil
Measurment	Payment will be made as per measurement of laid and fixed material. Wastage at suppliers cost.
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 Condtions

For ***Summit Sales LLP***

Name : ____________

Date : __/__/____

Requisition Form							
Company Name:	MRMLLP						
Site & Phase :	GMR	Date:	24.09.22				
Unit No./Block No.	children park	Time:	3:02				
Supplier:							
Material required before date:	26.09.22	Req. No.	193900				
S No	Item	ID No.	80047				
1	BUIL3655-Building Material-Tan Brown Granite---975WX2850LX19MM-Sft	Qty required	Qty available at site	Order Qty	Inward No	Inward Date	
2		250	0	250			
3							
4							
5							
6							
7							
8							
9							
10							
Remarks:	For children park purpose at GMR site						
	Engineer						
Prepared By:	Janaki	Project Manager					
Approved By:		ramprasad		Purchase		MD	
Sign & Date:							

92405

APPROVED BY
24 SEP 2022
M. RAM PRASAD, M.R.
Project Manager

APPROVED
26 SEP 2022
P. PRABHAKAR
Sr. MANAGER PURCHASE