Form for closure of purchase order

PO no.: 94618	PO date: 3/12/22	Req. no.: 208410	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

Form for closure of purchase order dt 09-03-23 ver5.docx

Purchase Order

Original / Office Copy / Purchase Div.Copy

Page(s) 1 Of 1 09-02-2023 10:20:58

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

Ganesh Tube Traders
5-1-373/11, old Ghasmandi, Ranigunj, Sec- 3.
66568587/ 66384751
GSTIN 36ADBPJ8881C1ZJ
9949248666
9246330441.

Doc No	94618	208410
Doc Date	03-12-2022	
Quote No	nil	
Quote Date	02-12-2022	
SupplyType	Supply	

Kind Attn : Sandeep Jain

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	936300 - TOOL-Tools - Luppum Patti-- - Misc - Nos	12.00	30.00	0.00	18.00	424.80
2	936300 - TOOL-Tools - Luppum Patti-- - Misc - Nos	6.00	30.00	0.00	18.00	212.40
					Total Order Value . . .	**637.20**

Rupees : Six Hundred Thirty Seven and Paise Twenty Only.

Terms and Conditions :-

Specification / As per details given in the quotation.

Payment Terms After Delivery & Production of bill

Tax Nil

Delivery Date Next 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 Nil

Other Terms W e reserve the right to reject items not conforming quality and specifications.Above order for Towards H- block & club house internal work purpose.

Completion Date NA

Measurment Nil

Security Nil

Remarks

Accepted the above Terms And Conditions

For *Ganesh Tube Traders*

For *Modi Reality Mallapur LLP*

Date : __/__/____

Authorised Signatory

Name : ____________________

Name : ____________________

Purchase Order

 03-12-2022 3:51:11 PM

94618
29.11.22 5:43:09

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			
Ganesh Tube Traders	**Doc No**	94618	208410
5-1-373/11, old Ghasmandi, Ranigunj, Sec- 3.	**Doc Date**	03-12-2022	
	Quote No	nil	
GSTIN 36ADBPJ8881C1ZJ 66568587/ 66384751	**Quote Date**	02-12-2022	
9246330441 9949248666	**SupplyType**	Supply	

Kind Attn : Sandeep Jain

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Rupees : Six Hundred Thirty Seven and Paise Twenty Only.

Terms and Conditions :-

Specification /	As per details given in the quotation.
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Tax	Nil
Delivery Date	Next 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	Nil
Other Terms	W e reserve the right to reject items not conforming quality and specifications.Above order for Towards H- block & club house internal work purpose.
Completion Date	NA
Measurment	Nil
Security	Nil
Remarks	

For ***Modi Reality Mallapur LLP***

Authorised Signatory

03/11

Name : ____________________

Accepted the above Terms And Conditions

For ***Ganesh Tube Traders***

Name : ____________________

Date : __/__/____

orm		Date:	02.12.2022				
me:	MFMLLP	Time:	1:00				
:	GMR						
ck No.	H-Block	Req. No.	208410				
		ID No.	82085				
uired	Urgent	Qty required	Qty available at site	Order Qty	Inward No	Inward Date	
	Item						
	HARD2155-Hardware-Bombay Nails ---62.50mm-Kgs	5	0	5			
	HARD6478-Hardware-Hold fast---100mm-Kgs 94616	50	0	50			
	TOOL7173-Tools-Luppum Patti---Misc-Nos	12	0	12			
	TOOL7173-Tools-Luppum Patti---Misc-Nos 94618	6	0	6			
	GENE1417-General Items-Sponges---12pack-Nos	10	0	10			
rks:	Towards H -block & clubhouse internal work purpose.						
	Engineer	Project Manager Ram Prasad		Purchase		MD	
pared By:	Bhagath						
proved By:							
gn & Date:	02.12.2022	02 DEC 2022					

APPROVED
03 DEC 2022
P. VENKATESHWARLU
MANAGER PURCHASE