

Form for closure of purchase order

PO no.: 92322	PO date: 26/9/22	Req. no.: 185299	Advice Scan ID
Barcoded PO available ☒ Y/ ☐ N	Invoice original available ☐ Y/ ☒ N	Copy available ☐ Y/ ☒ N	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:			
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: K. Tulasi Ravi		Sign:	Date: 03/03/23
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	Cr. given to supplier
1.			
2.			
3.			
Remarks by Accountants:			
Prepared by: P. Ramu		Sign:	Date: 13/03/23
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
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: 16 MAR 2023

APPROVED BY

16 MAR 2023

SOHAM MODI
MANAGING DIRECTOR

Purchase Order

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09-02-2023 10:03:57

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

Sri Sai Vishal Enterprises
12-13-167, Street no 17, Tarnaka, Medchal, Malkajgiri,
Telangana-500017.

GSTIN 36ACZPL1512H1ZF

9391029193

9391029193

Doc No	92322	185299
Doc Date	26-09-2022	
Quote No	Nil	
Quote Date	26-09-202	
SupplyType	Supply	

Kind Attn : Akula Lakshmi

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 955200 - BUIL-Building Material - Solid Block-- - 100mmX200mmX400mm - Nos	3,000.00	26.00	0.00	0.00	78,000.00
Rupees : Seventy Eight Thousand Only.					Total Order Value . . . 78,000.00

Terms and Conditions :-

Specification / Items shall be of 25kgs approx.Strength minimum 30kgs/cm2, QC report a must!

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

Penalty For Delay Bills must be submitted to H.O. within 30days of supply of material. 10% pty on value of order will be deducted for delay in submission of bills.

Transportation Included in the above price.

Warranty Nil

Advance Paid Nil

Other Terms We reserve the right items not confirming to qty & specs. Breakage in your account. For Tot lot 2 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 deli vary /DC can be sent by email.

For **Modi Housing Pvt.Ltd**

Authorised Signatory

Name : _____

Contact : -

Accepted the above Terms And Conditions

For **Sri Sai Vishal Enterprises**

Name : _____

Date : _/ _/ _

Purchase Order

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28-09-2022 11:36:34



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

Sri Sai Vishal Enterprises
12-13-167, Street no 17, Tarnaka, Medchal, Malkajgiri,
Telangana-500017.

GSTIN 36ACZPL1512H1ZF

9391029193

9391029193

Doc No	92322	185299
Doc Date	26-09-2022	
Quote No	Nil	
Quote Date	26-09-2022	
SupplyType	Supply	

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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
Penalty For Delay	Bills must be submitted to H.O. within 30days of supply of material. 10% pty on value of order will be deducted for delay in submission of bills.
Transportation Cost	Included in the above price.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right items not confirming to qty & specs. Breakage in your account. For Tot lot 2 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 deli vary /DC can be sent by email.

For **Modi Housing Pvt.Ltd**

Authorised Signatory

Name : _____

Name : _____

Accepted the above Terms And Conditions

For **Sri Sai Vishal Enterprises**

Date : __/__/__

Estimate/Draft PO

Page(s) 1 Of 1

26-09-2022 14:41:47

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

Sri Sai Vishal Enterprises
12-13-167, Street no 17, Tarnaka, Medchal, Malkajgiri,
Telangana-500017.

GSTIN 36ACZPL1512H1ZF

9391029193

9391029193

Doc No 92322 185299

Doc Date 26-09-2022

Quote No Nil

Quote Date 26-09-2022

SupplyType Supply

Kind Attn : Akula Lakshmi

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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 deli vary /DC can be sent by email.

For MDs APPROVAL

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

APPROVED BY

26 SEP 2022

**SOHAM MODI
MANAGING DIRECTOR**

For **Modi Housing Pvt.Ltd**

Authorised Signatory

Accepted the above Terms And Conditions

For **Sri Sai Vishal Enterprises**

Name : _____

Name : _____

Date : ____/____/____

Requisition Form							
Company Name:		Modi Housing Pvt Ltd		Date:	24-09-2022		
Site & Phase :		Sov-III		Time:	10:00		
Unit No./Block No.		For Tot lot 2 purpose					
Supplier:				Req. No.	185299		
Material required before date:		URGENT		ID No.	80048		
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date	
1	BUIL9552-Building Material-Solid Block---100MMXX200MMXX400MM-Nos	3000	0	3000			
2							
3							
4							
5							
6							
7							
8							
9							
10							
Remarks:		For Tot lot 2 purpose					
		Project Manager					
Prepared By:		Engineer					
Approved By:		B.Meenakshi Goud					
Sign & Date:							

APPROVED BY
26 SEP 2022
SOHAM MODI
MANAGING DIRECTOR

APPROVED
26 SEP 2022
P. VENKATESHWARLU
MANAGER PURCHASE