Form for closure of purchase order

PO no.:	2022081 6002	PO date:	16/08/22	Req. no.:	184501	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:		

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

Prepared by: B. Meenakshi	Sign:	Date: 11/03/23.

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: P. Ramesh	Sign:	Date: 13/3/23

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 PO / close this PO.

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.		
☐		☐	Keep PO open. Material awaited
☑	Close PO		
☐	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

Original

From Company: Modi Housing Pvt. Ltd.,
5-4-187/3&4, IInd FloorSoham MansionM.G.Road
Secunderabad,TELANGANA,500003
GSTNO:36AADCM5906D2ZO

Delivery Location: Silver Oak Villas III
Sy .No.11,12,14,15,16,17,18 , 294Cherlapally
Hyderabad,Telangana,501301
Prushotham
9502288244....65908777

Supplier Details		
CEMEX INFRA Sy. no. 312, Rampally (Vill), Kesara (Mandal) Medc Rampally (Vill), Kesara (Mandal) Medc,TG, GSTIN:36AANFC3197R1ZJ	PO No	20220816002
	PO Date	16 Aug 2022
	Quote No	NIL
	Quote Date	16 Aug 2022
	Supply Type	Purchase Order
	Contact Person Name	G.Surender Reddy
	Contact Num	8367099999
	Email	

SNo.	Item Name	Qty	Rate	Dis%	Taxable Amount	GST%						Amount
						IGST%	CGST%	SGST%	IGST AMT	CGST AMT	SGST AMT	
1	RMCC2936-RMC-RMC-M20---cum	20	3,559.32	0%	71,186	0%	9%	9%	0.00	6,406.77	6,406.77	83,999.95
								Total Amount ...	0.00	6,406.77	6,406.77	83,999.95

Rupees : Eighty Three Thousands Nine Hundred And Ninety Nine .nine Five PaiseOnly.

Terms and Conditions:-

APPROVED
16 AUG 2022
MINISH PARIKH
MANAGER PROCUREMENT

For MDs APPROVAL
☐ High Value/quantity beyond limits.
☑ Po/Req. processed post approval.
☐ Approval for technical details/clarification.
☐ Replenishing SSLLP stock
☐ Other

APPROVED BY
16 AUG 2022
SOHAM MODI
MANAGING DIRECTOR

Original

Purchase Order

RMC other terms :	Batching report + cube test report must be provided.
RMC specification:	220 kgs of cement to be added per cum.
RMC quantity	Payment shall be made on quantity delivered at site. All vehicles to be weighed near site
RMC line pump:	Line / boom pump charges included.
Payment Terms :	Within 30 days of delivery and on production of bill.
Tax :	Inclusive of GST and all other taxes.
Delivery Date :	Within as per site engineer request.
Delivery Location :	As per details given above
Bill submission:	Vendor Shall submit proof of delivery+originak invoice at head office of purchaser
Remarks :	.Delivery at SOVLLP Contact Person Mr Purshottam-9502177288.

For Modi Housing Pvt. Ltd.,	Accepted the above Terms And Conditions For CEMEX INFRA
Authorised Signatory	
Name :-	
Sign:-	
Date :-	Date :- ---------------

APPROVED
16 AUG 2022
MINISH PARIKH
MANAGER PROCUREMENT

16/08/22 01:10:40 PM

Requisition Form

Company Name	Modi Housing Pvt. Ltd.,	Date	16 Aug 2022
Site Or Phase	Silver Oak Villas III	Time	
Supplier		Req.No.	184501
Material required before date		ID No	20220816005

S.No	Description	Qty Required	Qty Available at Site	Order Qty	Last Rate	Inward No	Date
1	RMCC2936-RMC-RMC-M20---cum	20	0	20	3850.00		

Remarks	for villa no 198 and 199 Rmc purpose		
Prepared By	Meenakshi		
Sign & Date	16 Aug 2022	Sign & Date	

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

APPROVED
16 AUG 2022
MINISH PARIKH
MANAGER PROCUREMENT

APPROVED BY
16 AUG 2022
SOHAM MODI
MANAGING DIRECTOR

APPROVED BY
17 AUG 2022
SOHAM MODI
MANAGING DIRECTOR