Form for closure of purchase order

PO no.:	2022091 6003	PO date:	16/9/22	Req. no.:	2022091 6003	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	20221101046, 20221101048, 20221101052.

☑ 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: Meenakshi	Sign: M	Date: 4/3/23.

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.	178	29/10/22	60,900/-	
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: close this P.O.

Prepared by: Ravi	Sign:	Date: 15/3/23

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 23
SOHAM MODI
MANAGING DIRECTOR

Topic.	RMC-M20							PO No	20220916003	
Company:	Modi Housing Pvt Ltd							Prepayed by	B.Meenakshi	
Project:	SOV-III							Date:	3-Mar-23	
					GST	18				
Sl. No.	PO no.	Item Dicription	Size	PO Quantity	Received Quantity	Price	Received Qty Amount	Balance Quantity	Units	Balance Qty Amont
1	20220916003	RMC	M20	40	14.5	4,200	60,900	25.5	No's	1,07,100
2										
3										
4										
Total				40	14.5		60,900	25.5		1,07,100

Certified by:
Meenakshi
Asst. Engineer
SILVER OAK VILLAS LLP

APPROVED BY
04 MAR 2023
K. PURSHOTHAM
Project Manager (Silver Oak Villas Part-III)

Internal memo no. 903/35/A
Annexure - B
RMC pour report

Company/ firm:	MHPL		Block No.:	For CC Road Purpose
Project:	SOV-III		Flat / Villa no.:	For CC Road Purpose
Supplier:	Cemex Infra		Slab no.:	-
Requisition nos.:	185292		A. Estimated quantity:	40
PO nos.:	20220916003		B. Requisition quantity:	40
Sign of Security	Sign of Admin	Sign of Project Manger	C. Actual quantity poured	14.5
			D. Difference (C-A)	25.5

Details of RMC pour

Sl. No	Date	Time of disp from RMC plant	Time of receipt at site	Time of pour	Quantity poured	Dc No. / Batch no.	Specified wt @2400 kgs/m3	Measured weight (kgs)	Short fall in weight in kgs	Deduction for shortfall in Rs.	7 day cube test strength in kN/m2	28 days cube test strength in kN/m2
1.	26.09.22	09:28	09:59	10:10	06	1078	14,400	14,340				
2.	26.09.22	03:35	04:01	04:30	2.5	1091	6,000	6,240				
3.	21.09.22	11:40	12:05	12:30	06	1037	14,400	14,390				
4.												
5.												
6.												
7.												
8.												
Total:					14.5 Cumts		34,800 Kgs	34,970 Kgs				
Remarks												

Note: 1. Report to be sent on a daily basis to purchase@modiproperties.com and report-audit@modiproperties.com. 2. Report must be prepared during pour and not later. 3. Report must be sent within one working day. 4. Multiple report can be sent for one PO. 5. Weigh all vehicles. 6. 6 cubic meters vehicle should have a net weight of 14,110 kgs @ 2,400kgs/ m3. If the shortfall is more than 50 kgs per load purchase to debit supplier shortfall amount on pro-rata basis. 7. Site to calculate shortfall. 8. Maintain original report + weighment slips + pour reports + test reports + photographs at site.

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 MHPL - SOVMHPL
,,
,

Supplier Details				
CEMEX INFRA Sy. no. 312, Rampally (Vill), Kesara (Mandal) Medc Rampally (Vill), Kesara (Mandal) Medc,TG, GSTIN:36AANFC3197R1ZJ G.Surender Reddy,8367099999	PO No	20220916003	Quote No	Nil
	PO Date	16 Sep 2022	Quote Date	19 Sep 2022
	Supply Type	Purchase Order		

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	40	3,559.32	0%	1,42,373	0%	9%	9%	0.00	12,813.55	12,813.55	1,67,999.99
								Total Amount ...	0.00	12,813.55	12,813.55	1,67,999.99

Rupees in words : One Lakh Sixty Seven Thousands Nine Hundred And Ninety Nine .ten PaiseOnly.

Terms and Conditions:-

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

APPROVED BY
21 SEP 2022
SOHAM MODI
MANAGING DIRECTOR

PART DELIVERY DETAILS

S.no.	Bill no.	Bill Dt.	Amount
1.	178	29/10/22	60,900/-
2.			
3.			
4.			
5.			

Purchase Order

Original

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 :	As per site engineers 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 Cherlapally contact person Mr purushotham- 9502177288

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

APPROVED
19 SEP 2022
MINISH PARIKH
MANAGER PROCUREMENT

19/09/22 12:41:57 PM

Requisition Form

Company Name	Modi Housing Pvt. Ltd.,		
Site Or Phase	Silver oak villas MHPL - SOVMHPL	Date	16 Sep 2022
Flat/Villa/Other	For villa no.129 To 137	Time	
Material required before date		Req.No.	185292
		ID No	20220916003

S.No	Description	Qty Required	Qty Available at Site	Order Qty	Last Rate	Inward No	Date
1	RMCC2936-RMC-RMC-M20---cum	40	0	40	3,850.00		

Remarks: For 40' main road concreting purpose

Prepared By :- Meenakshi

Sign:-

Date :- 16 Sep 2022

Approved By:-

Sign:-

Date:-

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

APPROVED
19 SEP 2022
MINISH PARIKH
MANAGER PROCUREMENT

APPROVED BY
21 SEP 2022
SOHAM MODI
MANAGING DIRECTOR