Form for closure of purchase order

PO no.: 2022711 0002	PO date:	10/11/22	Req. no.:	184781	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. Pamesh	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/close this PO.

Prepared by: Ravi	Sign:	Date:

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:

BY

SOHAM MODI
MANAGING DIREC OR

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

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 G.Surender Reddy,8367099999	PO No	20221110002	Quote No	NIL
	PO Date	10 Nov 2022	Quote Date	10 Nov 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	12.00	3,559.32	0%	42,712	0%	9%	9%	0	3,844	3,844	50,400
								Total Amount ...	0	3,844	3,844	50,400

Rupees in words : Fifty Thousands Three Hundred And Ninety Nine .ten PaiseOnly.

Terms and Conditions:-

10/11/22 12:06:52 PM

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 Purshottam-9502177288.

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

APPROVED
10 NOV 2022
MINISH PARIKH
MANAGER PROCUREMENT

Requisition Form

Company Name	Modi Housing Pvt. Ltd.,		
Site Or Phase	Silver Oak Villas III	Date	09 Nov 2022
Flat/Villa/Other	villa no 204,205 plinth beam	Time	05:22:58
Material required before date		Req.No.	184781
		ID No	20221109001

S.No	Description	Qty Required	Qty Available at Site	Order Qty	Last Rate	Inward No	Date
1	RMCC2936-RMC-RMC-M20---cum	12.00	0	12.00	3,850.00		

Remarks: For villa no 204,205 plinth beam purpsoe

Prepared By :- Meenakshi

APPROVED

10 NOV 2022

MINISH PARIKH

MANAGER PROCUREMENT

Sign:-

Date :- 09 Nov 2022

Approved By:-

Sign:-

Date:-

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