

Form for closure of purchase order

PO no.: 94753	PO date: 6/12/22	Req. no.: 208425	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: 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: Balaveshwari	Sign: [Signature]	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
1.			
2.			
3.			
Remarks by Accountants:			
Prepared by: Rajyalakshmi	Sign: [Signature]	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
1.			
2.			
3.			
Remarks: Cancel this po.			
Prepared by: Ravi	Sign: [Signature]	Date: 15/3/23	
Advice by MD - action to be taken.			
☐ Get certified bill from supplier (not original).		☐ Prepare bill in SSLP 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:	



Purchase Order

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07-12-2022 10:49:35 AM

From Company : **Modi Reality Mallapur LLP**
5-4-187/3&3, II nd floor, Soham Mansion, MG Road, Secunderabad.
G S T No. : 36AAEFM1459R1ZP



94753

29.11.22 5:44:33

Supplier Details

Ganji Venkannah & sons (Asian Paints)
#5-5-97/2, Ganji chambers, Ranigunj, Secunderabad-500003 A.P.India.

GSTIN 36AABFG9288K1ZT
27710339,27719935,277807357

040-40146505

Doc No	94753	208425
Doc Date	06-12-2022	
Quote No	nil	
Quote Date	03-12-2022	
SupplyType	Supply	

Kind Attn : Mr.Ganji Ashok

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 531700 - PAEN-Paints - Enamel-Post Office Red- - 4Ltrs - Can For fire down commmer	7.00	1,225.00	0.00	0.00	8,575.00
2 6521 - Paints - Brushes - 3 In - nos	5.00	60.00	0.00	0.00	300.00
Total Order Value . . .					8,875.00

Rupees : Eight Thousand Eight Hundred Seventy Five Only.

Terms and Conditions :-**Specification /** All items shall be of Asian brand**Payment Terms** After Delivery & Production of bill**Tax** All taxes included in above price.**Delivery Date** Next Day.

Delivery Location Gulmohar Residency
Survey No 19, Mallapur, Hyderabad. NExt to NFC Railway Over Bridge
Phone. Contact: Security _____, 8309938133

Penalty For Delay Nil**Transportation** Transport cost shall be borne by us.**Warranty** Nil**Advance Paid** Nil

Other Terms We reserve the right to reject items not conforming to quality and specifications. Final payment as per actual weighment.
Above order for C & F block fire safety painting work 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 Reality Mallapur LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Ganji Venkannah & sons (Asian Paints)**

Name : _____

Name : _____

Date : ____/____/____

Company Name:		Requisition Form/ work order	
Site & Phase :	MODI REALTY MALLAPUR LLP	Date:	03.12.22
Supplier	GULMOHAR RESIDENCY	Time:	03:00
Material required before date:		Req. No.	208425
	Urgent	ID No.	82133

[illegible]

APPROVED
05 DEC 2022
P VENKATESHWARLU
MANAGER PURCHASE

Prepared By	Sultan Ali	Approved by	M.Ram prasad
Sign. & Date	03.12.22	Sign. & Date	
Note:			

APPROVED BY
203 JUL 2022
M. RAM PRASAD, (G.M.R.)
Project Manager