

Form for closure of purchase order

PO no.: 95206	PO date: 20/12/22	Req. no.: 208525	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: Basaneshwari	Sign:	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:	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:	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:	

APPROVED BY
15 MAR 23
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

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09-02-2023 10:22:28

Original / Office Copy / Purchase Div.COPY

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

Supplier Details

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

GSTIN 36AABFG9288K1ZT

040-40146505

27710339,27719935,277807357

Doc No	95206	208525
Doc Date	20-12-2022	
Quote No	nil	
Quote Date	17-12-2022	
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 Asian Red Paint	1.00	1,225.00	0.00	18.00	1,445.50
Total Order Value . . .					1,445.50

Rupees : One Thousand Four Hundred Fourty Five and Paise Fifty 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. Above order for F-block fire safety equipment 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 delivery /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 : __/__/__

Purchase Order

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21-12-2022 3:24:53 PM



95206

13.12.22 4:23:05

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

Supplier Details

Ganji Venkannah & sons (Asian Paints)
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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. Above order for F-block fire safety equipment 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

Name : _____

Accepted the above Terms And Conditions

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

Name : _____

Date : __/__/__

Requisition Form						
Company Name:		MODI REALTY MALLAPUR LLP		Date:		17.12.22
Site & Phase :		GULMOHAR RESIDENCY		Time:		4:00
Supplier				Req. No.		208525
Material required before date:		Urgent		ID No.		82624
No	Description	Size	Quantity	Units	Inward No	Date
1.	Rubber gas cut	1sqm	4	sqm		
2	Asian red paint enamel	-	4	lts		
95206.						
Remarks: For F block fire safety equipments purpose at GMR site.						
Prepared By		Sultan ali		Approved by		M.Ram prasad
& Date		17.12.22		Sign. & Date		

Remarks: For F block fire safety equipments purpose at GMR site.

Prepared By	Sultan ali	Approved by	M.Ram prasad
& Date	17.12.22	Sign. & Date	

APPROVED

19 DEC 2022