Form for closure of purchase order

PO no.: 95141	PO date:	17/12/22	Req. no.:	208495	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: 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: Basaveshwari	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	Cr. given to supplier
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	MRN no.
1.				
2.				
3.				

Remarks: Cancel 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
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

 17-12-2022 3:55:37 PM

95147
13.12.22 4:19:06

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.	**Doc No**	95147	208495
	Doc Date	17-12-2022	
	Quote No	nil	
GSTIN 36AABFG9288K1ZT 040-40146505	**Quote Date**	16-12-2022	
27710339,27719935,277807357	**SupplyType**	Supply	

Kind Attn : Mr.Ganji Ashok

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	854800 - PARO-Paints - Red Oxide Primer-- Asian - 1Ltr - can	5.00	190.68	0.00	18.00	1,125.01
					Total Order Value . . .	**1,125.01**

Rupees : One Thousand One Hundred Twenty Five and Paise One 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
Penality 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 forD-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 : Veeru 17/12

Accepted the above Terms And Conditions

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

Name : ______________________

Date : __/__/____

Requisition Form

Company Name:	MRMLLP		
Site & Phase:	GMR	Date:	16-12-2022
Supplier:		Time:	12:46
Material required before date:	Urgent	Req. No.	208495
		ID No.	82539

S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	HARD1268-Hardware-GI Nut with Bolt---15.8X50MM-Nos	60		60		
2	HARD3961-Hardware-GI Nut with Bolt---15.8X100MM-Nos	25		25		
3	STEL7740-Steel-MS Threaded Nipple---20X100MM-Nos	15		15		
4	HARD4752-Hardware-GI Hose Clamp-Heavy Duty--20DMM-Nos	10		10		
5	PLUM5272-Plumbing-Pressure Booster Pump--Kirloskar-KDS 1348-125hp-Nos	1		1		
6	STEL5662-Steel-MS Threaded Nipple---65X150MM-Nos	2		2		
7	STEL2975-Steel-MS Reducer---100X80MM-Nos	2		2		
8	MISC7469-Miscellaneous-Pressure Guage---0 to 10.5Kgs-Nos	1		1		
9	PARO8548-Paints -Red Oxide Primer-- Asian-1Ltr-can	5		5		
10						

95147

Remarks: D BLOCK fire safety equipments for gmr site.

	Engineer	Project Manager	Purchase	MD
Prepared By:	sultan	ram prasad		
Approved By:				
Sign & Date:	16.12.22	16 DEC 2022	APPROVED 17 DEC 2022 P. VENK[illegible] MANAGER PURCHASE	

140 per Kg

180.6

[redacted]