Form for closure of purchase order

PO no.:	95669	PO date:	3/12/22	Req. no.:	208629	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: [illegible]	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: [illegible]	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 PO.		
Prepared by: Ravi	Sign: [illegible]	Date: 15/03/23.
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

Purchase Order

 09-02-2023 10:19:19 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			
Vyshnavi Enterprises 24-202, Plot no 303, Maruthi Nagar, Lothkunta, Telangana-36	**Doc No**	95669	208629
	Doc Date	31-12-2022	
	Quote No	nil	
GSTIN 36BRWPG4506K2ZB	**Quote Date**	28-12-2022	
9948888493 9652997755	**SupplyType**	Supply	

Kind Attn : V. Srinivas

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	4060 - Consumables - Tea Powder - NA - kgs *Lemon Tea*	5.00	296.60	0.00	18.00	1,749.94
				Total Order Value . . .		**1,749.94**

Rupees : One Thousand Seven Hundred Fourty Nine and Paise Ninty Four Only.

Terms and Conditions :-

Specification /	All items shall be of 'Georgia' brand
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
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 for Sales office 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 ***Vyshnavi Enterprises***

Name : ____________________

Name : ____________________

Date : __/__/____

Purchase Order

 02-01-2023 2:12:07 PM

95669
27.12.22 3:29:43

py

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

Supplier Details			
Vyshnavi Enterprises 24-202, Plot no 303, Maruthi Nagar, Lothkunta, Telangana-36	**Doc No**	95669	208629
	Doc Date	31-12-2022	
	Quote No	nil	
GSTIN 36BRWPG4506K2ZB	**Quote Date**	28-12-2022	
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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

Name : V cees

Accepted the above Terms And Conditions

For ***Vyshnavi Enterprises***

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	MODI REALTY MALLAPUR LLP	Date:	28.12.22
Site & Phase :	GULMOHAR RESIDENCY	Time:	4:00
Supplier		Req. No.	208629
Material required before date:	Urgent	ID No.	82920

No	Description	Size	Quantity	Units	Inward No	Date
1.	Lemon tea	-	06	No's		
2.						
3.		95669.				
4.						
5.						
6.						
7.						
8.						
9.						
10.						

Remarks: For sales office purpose at GMR site.

Prepared By	A.janaki	Approved by	M.Ram prasad
Sign.& Date	28.12.22	Sign. & Date	

Note:

28 DEC 2022

APPROVED
29 DEC 2022
P. VENKATESHWARLU
MANAGER PURCHASE