Form for closure of purchase order

PO no.: 95286		PO date: 22/12/22	Req. no.: 208564		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: 10/3/23

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: Cancell this P.O.		
Prepared by: Ravi	Sign:	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 MAY 2023
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

 22-12-2022 16:19:26

95286
13.12.22 4:32:29

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

Supplier Details

Summit Sales LLP
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad

GSTIN 36ACQFS2044C1Z7
040-66335551 9618244433

Doc No	95286	208564
Doc Date	22-12-2022	
Quote No	nil	
Quote Date	22-12-2022	
SupplyType	Supply	

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	425900 - PAWC-Paints - White cement--JK - 25Kgs - bags	2.00	561.75	0.00	18.00	1,325.73
2	330100 - PAWP-Paints - Wall Putty- Cement --Birla - 20 Kg - Bags	3.00	900.00	0.00	18.00	3,186.00
3	818700 - CONS-Consumables - Mopping Sitck-- - - - Nos	6.00	126.00	0.00	18.00	892.08
4	105600 - CONS-Consumables - Mopping stick holder-- - - - Nos	6.00	126.00	0.00	18.00	892.08
5	668900 - CONS-Consumables - Wiper-- - - - Nos	6.00	105.00	0.00	18.00	743.40
				Total Order Value . . .		**7,039.29**

Rupees : Seven Thousand Thirty Nine and Paise Twenty Nine Only.

Terms and Conditions :-

Specification / Brand	As per details given in the quotation.
Payment Terms	After delivery and production of bill
Tax	Included in the above prices
Delivery Date	With in a 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 Cost	Nil
Warranty	One year on doors, 5 years on mortise lock, one year on other hardware items.
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications.Above order for D-Block 4th floor grills finishing & cleaning work purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil

For ***Modi Reality Mallapur LLP***
Authorised Signatory

Name : ____________

Accepted the above Terms And Conditions
For ***Summit Sales LLP***

Name : ____________

Date : __/__/____

Purchase Order

22-12-2022 16:19:26

Original / Office Copy / Purchase Div.Copy

Remarks

Original invoice +copy of proof of delivery is required to process invoice for payment . Do not send original invoice to site.Original invoice must be snet to HO office or purchase site office Proof of delivery /DC can be sent by email.

For ***Modi Reality Mallapur LLP***

Authorised Signatory

Name : Veerl

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ____________________

Date : __/__/____

Requisition Form

Company Name	MRMLLP		
Site & Phase	GMR		
Unit No./Block No	D-Block 4th floor grills finshing & cleaning work	Date:	21-12-2022
Supplier		Time:	11:17
Material required before date	urgent		
		Req. No.	208560
		ID No.	82686

S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	PAIN3462-Paints-White cement--JK-25Kgs-Bags	2	0	2		
2	PAIN7286-Paints-Wall Putty Cement --Birla-20 Kg-Bags 3301 PRWP	3	0	3		
3	CONS1056-Consumables-Mopping Sitck---Nos 4041	6	0	6		
4	CONS9989-Consumables-Mopping stick holder---Nos 1162 cons	6	0	6		
5	CONS7283-Consumables-Wiper----Nos 6689	6	0	6		
6						
7						
8						
9						
10						

95286

Remarks: D-Block 4th floor grills finshing & cleaning work

	Engineer			
Prepared By	Rahul.T	Project Manager	Purchase	MD
Approved By		ram prasad		
Sign & Date				

APPROVED
22 DEC 2022
P. VENKATESHWARLU
MANAGER PURCHASE

DEC 2022