Form for closure of purchase order

PO no.: 95615	PO date: 30/12/22	Req. no.: 208630	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 MAY 23
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

 09-02-2023 10:20:58 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	**Doc No**	95615	208630
24-202, Plot no 303, Maruthi Nagar, Lothkunta, Telangana-36	**Doc Date**	30-12-2022	
	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	712600 - CONS-Consumables - Coffee Powder--Nescafe - 1kg - Packets	5.00	436.44	0.00	18.00	2,575.00
					Total Order Value . . .	**2,575.00**

Rupees : Two Thousand Five Hundred Seventy Four and Paise Only.

Terms and Conditions :-

Specification /	All items shall be of 'Nescafe '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

 03-01-2023 4:14:34 PM

95615
27.12.22 3:29:42

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**	95615	208630
	Doc Date	30-12-2022	
	Quote No	Nil	
GSTIN 36BRWPG4506K2ZB	**Quote Date**	28-12-2022	
9948888493 9652997755	**SupplyType**	Supply	

Kind Attn : V. Srinivas

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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 : ______________________

Accepted the above Terms And Conditions
For ***Vyshnavi Enterprises***

Name : ______________________

Date : __/__/____

Requisition Form

Company Name:	MRMLLP	Date:	28-12-2022			
Site & Phase :	GMR	Time:	4:00			
Unit No./Block No.	for sales office purpose					
Supplier:		Req. No.	208630			
Material required before date:	urgent	ID No.	82921			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	CONS9323-Consumables-Coffee Powder--Nescafe-1kg-Pkts . 4126	6	0	6		
2						
3						
4						
5						
6	95615.					
7					95023.	
8				9 26.49		
9						
10						
Remarks:	For sales office purpose					
	Engineer	Project Manager		Purchase		VD
Prepared By:	A.janaki	Ramprasad 28 DEC 2022				
Approved By:						
Sign & Date:	28.12.22					

APPROVED
29 DEC 2022
P. VENKATESHWARLU
MANAGER PURCHASE