Form for closure of purchase order

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| PO no.: | 92240 | PO date: | 23/09/22 | Req. no.: | 193896 | 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: [signature] / 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: [signature] / 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: [signature] / 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

 24-09-2022 11:27:40 Ori

92240
16.09.22 3:01:07

om 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)<br>#5-5-97/2, Ganji chambers, Ranigunj,Secunderabad-500003 A.P.India. | **Doc No** | 92240 | 193896 |
| | **Doc Date** | 23-09-2022 | |
| | **Quote No** | Nil | |
| **GSTIN** 36AABFG9288K1ZT 040-40146505 | **Quote Date** | 22-09-2022 | |
| 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 | 8.00 | 216.10 | 0.00 | 18.00 | 2,039.98 |
| 2 | 845600 - PATO-Paints - Turpentine oil-- - 1 ltr can - Nos | 20.00 | 114.40 | 0.00 | 18.00 | 2,699.84 |
| 3 | 417700 - PAEN-Paints - Enamel-Blue color- - 4Ltrs - Can | 15.00 | 936.40 | 0.00 | 18.00 | 16,574.28 |
| 4 | 539500 - PAEN-Paints - Enamel-Black -Asian Apcolite - 4Ltrs - can | 9.00 | 936.40 | 0.00 | 18.00 | 9,944.57 |
| | | | | | **Total Order Value . . .** | **31,258.67** |

Rupees : Thirty One Thousand Two Hundred Fifty Eight and Paise Sixty Seven Only.

Terms and Conditions :-

| | |
|---|---|
| **Specification / Brand** | As per details given in the quotation. |
| **Payment Terms** | After Delivery & Production of bill |
| **Tax** | All taxes included in above price. |
| **Delivery Date** | Next Working Day. |
| **Delivery Location** | Gulmohar Residency<br>Survey No 19, Mallapur, Hyderabad. NExt to NFC Railway Over Bridge<br>Phone. Contact: Security _____, Admin 9502211011 |
| **Penality For Delay** | Nil |
| **Transportation Cost** | 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 rain water pipe line and scafoling painting work purpose. |
| **Completion Date** | NA |
| **Measurment** | NA |
| **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.' |

Mr. NA received 26/9

For ***Modi Reality Mallapur LLP***

Authorised Signatory

Name : _____

Contact

Accepted the above Terms And Conditions

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

Name : _____

Date : __/__/____

| Requisition Form | | | | | |
|---|---|---|---|---|---|
| Company Name: | MRMLLP | Date: | 22-09-2022 | | |
| Site & Phase : | GMR | Time: | 14:22 | | |
| Unit No./Block No. | | | | | |
| Supplier: | | Req. No. | 193896 | | |
| Material required before date: | URGENT | ID No. | 79972 | | |
| S No | Item | Qty required | Qty available at site | Order Qty | Inward No |
| 1 | PARO8548-Paints -Red Oxide Primer-- Asian-1Ltr-can 255+ Including 18% | 8 | 0 | 8 | |
| 2 | PATO8456-Paints -Turpentine oil---1 ltr can-Nos 135 | 20 | 0 | 20 | |
| 3 | PAEN4177-Paints-Enamel-Blue color--4Ltrs-Can 1105 | 15 | 0 | 15 | |
| 4 | PAEN5395-Paints -Enamel-Black -Asian Apcolite-4Ltrs-can 1105 | 9 | 0 | 9 | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | 92240 | | | | |
| 8 | | | | | |
| 9 | | | | | |
| 10 | | | | | |
| Remarks: | for rain water pipe line and scafoling painting work at gmr site | | | | |
| | | | | | |
| | Engineer | Project Manager | | Purchase | |
| Prepared By: | Sultan ali | | | | |
| Approved By: | | | | | |
| Sign & Date: | | | | | |

APPROVED
24 SEP 2022
P. PRABHAKAR
SR. MANAGER PURCHASE

APPROVED BY
21 SEP 2022
M. RAMPRASAD (GM-IT)
PROJECT MANAGER

91383