

Form for closure of purchase order

PO no.: 93910	PO date: 12/11/22	Req. no.: 208217	Advice Scan ID
Barcoded PO available ☒ Y/ ☐ N	Invoice original available ☒ Y/ ☒ MN/ ☐ 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: Basaveeshwar	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
1.			
2.			
3.			
Remarks by Accountants:			
Prepared by: Rajyakshmi	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
1.			
2.			
3.			
Remarks: cancel this po			
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 SSLP 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 2023
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

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09-02-2023 14:35:58

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

Elegant Enterprises 5-4-187/7/3, Karbala Maidan, M.G.Road, Secunderbad-500003.	Doc No	93910	208217
	Doc Date	12-11-2022	
	Quote No	nil	
GSTIN 36AJBPK0412E1ZY 66385358	Quote Date	07-11-2022	
9985113450/9885073880	SupplyType	Supply	

Kind Attn : Mr.Gaurang Kadakia/Mahesh Kadakia

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 496000 - ELEC-Electrical - PVC-Surface Box--Anchor - 4Module - Nos	8.00	55.08	0.00	18.00	519.96
Total Order Value . . .					519.96
Rupees : Five Hundred Ninteen and Paise Ninty Six 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 Day.
Delivery Location	Gulmohar Residency Survey No 19, Mallapur, Hyderabad. NExt to NFC Railway Over Bridge Phone. Contact: Security _____, 8309938133
Penalty For Delay	Nil
Transportation Cost	Transport cost shall be borne by us.
Warranty	1 Year
Advance Paid	nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications.Above order for F-block lift electrical work purpose.
Completion Date	NA
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 invoice 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 **Elegant Enterprises**

Name : _____

Name : _____

Date : ____/____/____

Purchase Order ✓

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12-11-2022 12:32:25 PM



93910

01.11.22 3:07:40

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

Elegant Enterprises
5-4-187/7/3, Karbala Maidan, M.G.Road, Secunderabad-500003.

GSTIN 36AJBPK0412E1ZY

66385358

9985113450/9885073880

Doc No	93910	208217
Doc Date	12-11-2022	
Quote No	nil	
Quote Date	07-11-2022	
SupplyType	Supply	

Kind Attn : Mr.Gaurang Kadakia/Mahesh Kadakia

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For **Modi Reality Mallapur LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Elegant Enterprises**

Name : _____

Name : _____

Date : __/__/__

Contact : -

Requisition Form

Company Name: MRMLLP

Site & Phase : GMR

Unit No./Block No. F-block

Supplier:

Material required before date: 09.11.22

Date: 07-11-2022

Time:

Req. No. 208217

ID No. 81296

93910

S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	ELEC5086-Electrical-LED Tube Light-6500K-Wipro-D531065-600MMX10W-Nos	8	0	8		
2	ELEC9448-Electrical-Copper Wire-Yellow color-Gloster-2.5SqMMX90mtrs-Bundles	10	0	10		
3	ELEC6829-Electrical-Copper Wire-Black Color-Gloster-2.5SqMMX90mtrs-Bundles	2	0	2		
4	ELEC7702-Electrical-Copper Wire-Green Color-Gloster-1SqMMX90mtrs-Bundles	2	0	2		
5	ELEC6880-Electrical-Copper Wire-Black Color-Gloster-1SqMMX90mtrs-Bundles	2	0	2		
6	ELEC1811-Electrical-Copper Wire-Yellow color-Gloster-1SqMMX90mtrs-Bundles	2	0	2		
7	ELEC4680-Electrical-Insulation tapes---20nos-Boxes	1	0	1		
8	ELEC4960-Electrical-PVC-Surface Box--Anchor-4Module-Nos	8	0	8		
9	ELEC6868-Electrical-Switch--Wipro NW-6amps-Nos	20	0	20		
10	ELEC8500-Electrical-Socket--Wipro NW-6amps-Nos	10	0	10		

Remarks: For F-block lift electrical work purpose

Engineer

Prepared By: Nagendhar

Approved By:

Sign & Date:

Project Manager

Purchase

MD

