Form for closure of purchase order

PO no.:	92075	PO date:	19/09/22	Req. no.:	193870	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: 21,000/-	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: 15/03/23.	
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 2023
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

 09-02-2023 11:01:55 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			
Shanmukha Lite Weight Brick Industries	**Doc No**	92075	193870
H.no. 504, Nagaram, Keesara Mandal, Beside Icom Company, Keesara, Medchal, Hyderabad - 500083	**Doc Date**	19-09-2022	
	Quote No	Nil	
GSTIN 0	**Quote Date**	16-09-2022	
9676133699	**SupplyType**	Supply	

Kind Attn : Mr. Y. Ravi Kumar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	IGST	Amount
1	149600 - BUIL-Building Material - CLC Blocl-- - 100X200X600MM - Nos	500.00	42.00	0.00	0.00	21,000.00
					Total Order Value . . .	**21,000.00**

Rupees : Twenty One Thousand Only.

Terms and Conditions :-

Specification / Brand	Items shall be of 4.5 - 4.8N/M3 approx.Strength minimum QC report a must!
Payment Terms	100% as advance at the time of delivery of all materials.
Tax	All taxes included in above price.
Delivery Date	Within 2days.
Delivery Location	Gulmohar Residency Survey No 19, Mallapur, Hyderabad. NExt to NFC Railway Over Bridge Phone. Contact: Security _______, 8309938133
Penality For Delay	Bills must be submitted to H.O. within 30days of supply of material. 10% plty on value of order will be deducted for delay in submission of bills.
Transportation Cost	Included in the above price.
Warranty	Nil
Advance Paid	Rs. 21000/- advance to be pay vide cheque no. , dtd.
Other Terms	We reserve the right items not confirming to qlty & specs. Breakage in your account. Above order for C-Block elevation work 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 ***Shanmukha Lite Weight Brick Industries***

Date : __/__/____

Name : ____________________

Name : ____________________

Purchase Order

 19-09-2022 14:39:28

92075
16.09.22 3:00:43

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			
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H.no. 504, Nagaram, Keesara Mandal, Beside Icom Company, Keesara, Medchal, Hyderabad - 500083	**Doc Date**	19-09-2022	
	Quote No	Nil	
GSTIN 0	**Quote Date**	16-09-2022	
9676133699	**SupplyType**	Supply	

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Transportation Cost	Included in the above price.
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Completion Date	Nil
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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.'

M. Received
26/10

For *Modi Reality Mallapur LLP*
Authorised Signatory

20/09/22

Name : ____________

Contact - -

Name : ____________

Accepted the above Terms And Conditions
For *Shanmukha Lite Weight Brick Industries*

Date : __/__/____

Requisition Form		Date:	16.09.22			
Company Name:	MRMLLP	Time:	10:00			
Site & Phase :	GMR					
Unit No./Block No.	C Block elevation	Req. No.	193870			
Supplier:		ID No.	79847			
Material required before date:	19.09.22					
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	BUIL1496-Building Material-CLC Blocl---100X200X600MM-Nos 42 pcs	500	0	500		
2						
3						
4						
5						
6	92075					
7						
8						
9						
10						
Remarks:	Towards C Block elevation work purpose					
	Engineer	Project Manager		Purchase		MD
Prepared By:	Madhan	Ramprasad				
Approved By:						
Sign & Date:						

APPROVED
20 SEP 2022
MINISH PARIKH
MANAGER PROCUREMENT