mppr

Form for closure of purchase order

PO no.: 93437	PO date: 01-11-22		Req. no.: 203138		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: Refund for not delivered Material recieved.

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: MINISH Sign: Date: 24/03/2023

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: Rs. 75200/= Date of payment: 14.11.22

Details of part bill received:

Sl. No.	Bill no.	Bill date	Bill amount	Cr. given to supplier
1.	00028047	29.11.22	37,600/=	yes
2.				
3.				
4.				
5.				
6.				

Remarks by Accountants: Balance of Rs. 37,600 (75,200 – 37,600) Chq received from supplier.

Prepared by: Vinod Sign: 27.3.23 Date: 27.3.23

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: close the P.O and refund also received from supplier.

Prepared by: Ravi Sign: Date: 27.03.23

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
28 MAR 2023
SOHAM MODI
MANAGING DIRECTOR

Page(s) 1 Of 1 01-11-2022 15:21:30

Purchase Order

Or

93437
18.10.22 2:23:38

n Company : **Modi Properties Pvt.Ltd.**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36AABCM4761E1ZM

Supplier Details			
Shweta Computers Shop no. 1 to 4 & 1A, 2A, 58A, 59A, Chenoy Trade Centre, Parklane, Secunderabad - 500 003. **GSTIN** 36ACUFS2935A1ZZ 9248091726	**Doc No**	93437	203138
	Doc Date	01-11-2022	
	Quote No	Nil	
	Quote Date	01-11-2022	
	SupplyType	Supply	

Kind Attn : Mr.Irfan

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	167400 - COMP-Peripherals - All in one computer-- - NA - Nos *HP All in one*	2.00	29,448.50	0.00	18.00	69,498.46
2	406300 - ELEC-Electrical - UPS-600VA-APC - - - Nos *APC UPS 600VA*	2.00	2,416.00	0.00	18.00	5,701.76
					Total Order Value . . .	**75,200.22**

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

Terms and Conditions :-

Specification / Brand	Brand will be HP all in one quad core, 8GB, 512 SSD, 21" Screen, Windows 11.
Payment Terms	100% advance payment
Tax	GSTincluded in the above prices
Delivery Date	Immidiate
Delivery Location	Head Office 5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003 Phone. 040-66335551
Penality For Delay	Nil
Transportation Cost	Nil
Warranty	One year
Advance Paid	Rs. 75,200-00, by RTGS/NEFT....
Other Terms	We reserve the right to reject items not conforming to quality and specifications, Damage is in suppliers account above order is for Site Conference 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.'

PART DELIVERY DETAILS

S.no.	Bill no.	Bill Dt.	Amount
1.	00028047	29/11/22	37,600/-
2.			
3.			
4.			
5.			

For *Modi Properties Pvt.Ltd.*

Authorised Signatory

Name :

Accepted the above Terms And Conditions

For ***Shweta Computers***

Name :

Date : __/__/____

Requisition Form						
Company Name:	Modi Properties Pvt Ltd	Date:	31-11-22			
Site & Phase :	HO	Time:				
Unit No./Block No.						
Supplier:		Req. No.	203138			
Material required before date:		ID No.	81065			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	COMP1674-Peripherals-All in one computer----Nos	2	0	2		
2	ELEC4063-Electrical-UPS-600VA-APC--Nos	2	0	2		
3 93437						
4						
5						
6						
7						
8						
9						
10						
Remarks:	This is for HO conference					
	Engineer	Project Manager		Purchase		MD
Prepared By:	Suneel					
Approved By:						
Sign & Date:						

APPROVED
01 NOV 2022
St. MANAGER PURCHASE

Mr. Prabhakar.

Form for closure of purchase order

PO no.:	93097	PO date:	19-10-22	Req. no.:	170286	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:

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: P. Prabhakar. Sign: Date: 27.03.23

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.				
4.				
5.				
6.				

Remarks by Accountants: Advance not paid.

Prepared by: D. Lazyp. Sign: Date: 25/3/23

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: Material not received, so close the P.O and advance not paid.

Prepared by: Ravi Sign: Date: 27.03.23

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
28 MAR 2023
SOHAM MODI
MANAGING DIRECTOR

 19-10-2022 14:00:06

Purchase Order

93097
18.10.22 2:23:35

From Company : **Summit Sales LLP**
5-4-187/3&4,II nd floor,MG Road, Secunderabad-500003.
G S T No. : 36ACQFS2044C1Z7

Supplier Details			
eNarayan Elex India (P) Ltd	**Doc No**	93097	170286
101,102,Kaizen Mirza White House, Opp: Hokey Stadium Entrence, Rasoolpura, Secunderabad-500003.	**Doc Date**	19-10-2022	
	Quote No	nil	
GSTIN 36AACCE0195K1ZK	**Quote Date**	12-10-2022	
040-66768696 9912343384	**SupplyType**	Supply	

Kind Attn : Chetan

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	168400 - ELEC-Electrical - Timer--L&T - 32amps-3pole - Nos	5.00	2,400.00	0.00	18.00	14,160.00
2	256400 - ELEC-Electrical - Contactor-3phase-L&T - - - Nos	5.00	3,225.00	25.00	18.00	14,270.63
				Total Order Value . . .		**28,430.63**

Rupees : Twenty Eight Thousand Four Hundred Thirty and Paise Sixty Three Only.

Terms and Conditions :-

Specification /	All items shall be of L&T make
Payment Terms	100% as advance
Tax	Inclusive of all taxes
Delivery Date	one week
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
Penality For Delay	Nil
Transportation	Extra
Warranty	Nil
Advance Paid	28,431/-by RTGS/NEFT
Other Terms	We reserve the right to reject item quality and specifications.Above order for stock repeleneshing 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 invoices must be sent to HO office or purchase site office. Proof of deli vary /DC can be sent by email.

Material not delivered.

For *Summit Sales LLP*
Authorised Signatory

Name : ______

Accepted the above Terms And Conditions
For *eNarayan Elex India (P) Ltd*

Name : ______

Date : __/__/____

Requisition Form						
Company Name:	SSLLP	Date:	12.10.2022			
Site & Phase :	SHLLP	Time:				
Unit No./Block No.						
Supplier:		Req. No.	170286			
Material required before date:		ID No.	80673			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	ELEC6991-Electrical-CCTV Cameras-Wi-Fi-MI--Nos SVR telecommunications	30		30		
2	ELEC1684-Electrical-Timer--L&T-32amps-3pole-Nos 2,400+18%- 493097	5		5		
3	ELEC2564-Electrical-Contactor-3phase-L&T--Nos 3,225/- L25%+18% GST	5		5		
4						
5						
6						
7	92059					
8						
9						
10						
Remarks:	For Stock Repleneshing Purpose.					
	Engineer	Project Manager		Purchase		MD
Prepared By:	Vanajakshi					
Approved By:	Prabhakar					
Sign & Date:						

APPROVED BY
15 OCT 2022
SOHAM MODI
MANAGING DIRECTOR