Form for closure of purchase order

PO no.: 95 150	PO date:	17/12/22	Req. no.:	208500	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
17 MAR 2023
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

 17-12-2022 2:17:14 PM

95150
13.12.22 4:19:06

Copy

From Company : **Modi Reality Mallapur LLP**
5-4-187/3&3, II nd floor, Soham Mansion, MG Road, Secunderab
G S T No. : 36AAEFM1459R1ZP

Supplier Details			
Ganji Venkannah & sons (Asian Paints) #5-5-97/2, Ganji chambers, Ranigunj,Secunderabad-500003 A.P.India.	**Doc No**	95150	208500
	Doc Date	17-12-2022	
	Quote No	nil	
GSTIN 36AABFG9288K1ZT 040-40146505	**Quote Date**	16-12-2022	
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	531700 - PAEN-Paints - Enamel-Post Office Red- - 4Ltrs - Can *Asian Red Paint*	1.00	1,225.00	0.00	18.00	1,445.50
	Total Order Value . . .					**1,445.50**

Rupees : One Thousand Four Hundred Fourty Five and Paise Fifty Only.

Terms and Conditions :-

Specification /	All items shall be of Asian brand
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
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 D-block fire safety 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 deli vary /DC can be sent by email.

For ***Modi Reality Mallapur LLP***

Authorised Signatory

Name : ____________ Vam 17/12

Accepted the above Terms And Conditions

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

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	MODI REALTY MALLAPUR LLP	Date:	16.12.22
Site & Phase :	GULMOHAR RESIDENCY	Time:	14:31
Supplier		Req. No.	208500
Material required before date:	Urgent	ID No.	82547

No	Description	Size	Quantity	Units	Inward No	Date
1.	Anchor fachner(bolt type)	10mmx65mm	50	No's		
2.	Rubber gas cut sheet	1mtr	1	Sqm		
3.	Gi nut bolt	15.8mmx75mm	10	No's		
4.	Ms threaded nipple	80mmx150mm	2	No's		
5.	Ms reduser	65mmx100mm	2	No's		
6.	Ms coupling heavy 95199	15mm	4	No's		
7.	Threaded nipple	15mmx100mm	5	No's		
8.	Air realeased valve	15mm	2	No's		
9.	Gi ball valve	15mm	4	No's		
10.	Asain red paint	-	4lts	No's		

Remarks: For d block fire safety work purpose at GMR site.

Prepared By	Sultan ali	Approved by	M.Ram prasad
Sign.& Date	16.12.22	Sign. & Date	APPROVED 17 DEC 2022

Note:

APPROVED BY
16 DEC 2022
M. RAM PRASAD