# Form for closure of purchase order

| Data required from site/engineers: | | | | | | | |
|---|---|---|---|---|---|---|---|
| PO no.: | 2022092600S | PO date: | 26/9/22 | Req. no.: | 185302 | Advice Scan ID | |
| 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 hardcopy of DCs/proof of delivery + PO. 3. Provide copies of invoices if available. 4. This entire set to be sent by way of hard copy to Ashaiya.

| Prepared by | Sign | Date | Project manager | Sign | Date |
|---|---|---|---|---|---|
| K. Tulasi Rani | | 1/3/23 | K. purushotham | | 1/3/23 |

Data required from accounts:

| | | | |
|---|---|---|---|
| ☐ | Checked with E&D for receipt of bills. | | |
| ☑ | Bills not received against this PO. | | |
| ☐ | Part bill received against this PO. | Bill nos. | |
| ☐ | All bills received against this PO. | | |
| ☐ | Advance paid against this PO. | Amount paid | |

Remarks by Accountants:

Notes: 1. Pos issued for false ceiling and such works may have been processed by E&D. Check before filling the above.

| Prepared by | Sign | Date | Accounts manager (approval required for PO more than 10k) | Sign | Date |
|---|---|---|---|---|---|
| P. Ramesh | | 28/9/22 | | | |

Advice by MD - action to be taken by purchase:

| | | | |
|---|---|---|---|
| ☐ | Get certified bill from supplier (not original). | | |
| ☐ | Prepare bill in SSLLP for material supplied. | | |
| ☐ | Get proof of delivery from site. | | |
| ☐ | Barcoded PO missing – get certified copy from Accounts. | | |
| ☐ | Thereafter, prepare advice to credit to supplier and send to HO for processing. | | |
| ☑ | Close PO | ☐ | Keep PO open. Material awaited |
| ☐ | Send barcoded PO to MDs desk. PO to be closed thereafter. | | |
| ☐ | Accounts to be reconciled with supplier. Suppliers ledger required from 1.4.2021. | | |
| ☐ | Accounts to be reconciled with supplier. Suppliers ledger required from 1.4.2020. | | |
| ☐ | RMC supplier – suppliers ledger required from 1.4.2020. Process bill after thoroughly checking both the ledgers and all pour reports. Pour reports from day one to be thoroughly checked with Pos/Bills. Thereafter, prepare advice to credit to supplier and send to HO for processing. Close all open POs. | | |
| ☐ | E&D to check receipt of bill and enter comments below. | | |
| ☐ | Details of material supplied and balance material to be supplied is required. | | |

Remarks: CANCEL PO.

| Prepared by | Sign | Date |
|---|---|---|
| | | |

APPROVED
1 MAR 2023
MANAGING DIRECTOR

# Purchase Order

Original

| From Company: | Modi Housing Pvt. Ltd.,<br>5-4-187/3&4, IInd FloorSoham MansionM.G.Road<br>Secunderabad,TELANGANA,500003<br>GSTNO:36AADCM5906D2ZO | Delivery Location: Silver oak villas MHPL - SOVMHPL |
|---|---|---|

| Supplier Details | | | | |
|---|---|---|---|---|
| CEMEX INFRA<br>Sy. no. 312, Rampally (Vill), Kesara (Mandal) Medc<br>Rampally (Vill), Kesara (Mandal) Medc,TG,<br>GSTIN:36AANFC3197R1ZJ<br>G.Surender Reddy,8367099999 | PO No | 20220926005 | Quote No | NIL |
| | PO Date | 26 Sep 2022 | Quote Date | 29 Sep 2022 |
| | Supply Type | Purchase Order | | |

| SNo. | Item Name | Qty | Rate | Dis% | Taxable Amount | GST% | | | | | | Amount |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | IGST% | CGST% | SGST% | IGST AMT | CGST AMT | SGST AMT | |
| 1 | RMCC9497-RMC-RMC-M25---cum | 42.00 | 3,728.81 | 0% | 1,56,610 | 0% | 9% | 9% | 0 | 14,095 | 14,095 | 1,84,800 |
| | | | | | | | | **Total Amount ...** | 0 | 14,095 | 14,095 | 1,84,800 |
| Rupees in words : One Lakh Eighty Four Thousands Seven Hundred And Ninety Nine .nine Seven PaiseOnly. | | | | | | | | | | | | |

Terms and Conditions:-



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# Purchase Order

Original

| | |
|---|---|
| RMC other terms : | Batching report + cube test report must be provided. |
| RMC specification: | 260 kgs of cement to be added per cum. |
| RMC quantity | Payment shall be made on quantity delivered at site. All vehicles to be weighed near site |
| RMC line pump: | Line / boom pump charges included. |
| Payment Terms : | Within 30 days of delivery and on production of bill. |
| Tax : | Inclusive of GST and all other taxes. |
| Delivery Date : | As per site Engineers request. |
| Delivery Location : | As per details given above |
| Bill submission: | Vendor Shall submit proof of delivery+originak invoice at head office of purchaser |
| Remarks : | Delivery at SOVLLP Cherlapally Contact Person Mr Purshottam-9502177288. |

For Modi Housing Pvt. Ltd.,

Authorised Signatory

Name :-

Sign:-

Date :-

Accepted the above Terms And Conditions
For

Date :-



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