

Form for closure of purchase order

Data required from site/engineers:					
PO no.:	84529	PO date:	14/01/2022	Req. no.:	178313
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: <i>[Signature]</i>					
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
A. Sravani	<i>[Signature]</i>	5/4/22	K. Narasimha Reddy	<i>[Signature]</i>	
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
Advice by MD - action to be taken by purchase:					
☐	Get certified bill from supplier (not original).				
☐	Prepare bill in SSLP 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:					
Prepared by		Sign		Date	

Adv paid



Purchase Order

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05/04/2022 09:58:34

Original / Office Copy / Purchase Div.Copy

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

Supplier Details

Mr. Mangilal
Shop no. 5-46/3/G1/G2, Srivani Apartments, Beside Saibaba Temple,
Dammaiguda Main Road, Hyderabad - 83

GSTIN 36CLQPB2383E1Z4

7893726640

Doc No	84529	178313
Doc Date	14-01-2022	
Quote No	Nil	
Quote Date	23-12-2021	
SupplyType	Supply And Installation	

Kind Attn : Mr. Mangilal

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 6039 - Miscellaneous - SS Railing - NA - rft 3'	240.00	350.00	0.00	18.00	99,120.00
Total Order Value . . .					99,120.00

Rupees : Ninty Nine Thousand One Hundred Twenty Only.

Terms and Conditions :-

Specification /	Quality & Specifications of works shall be as per given in the quotation. SS Pipe - Jindal make & Glass - Saint Gobain/Modi Guard.Prices shall remain fixed(Subject to change in GST) for a period of 6months.
Payment Terms	10% as advance & balance on delivery of material and receipt of invoice. Advance paid to be proportionately deducted.
Tax	All taxes included in above price.
Delivery Date	Within 3days
Delivery Location	May Flower Platinum Sy 82/1, Mallapur, Nacharam. Phone. 7680971999
Penalty For Delay	Bill must be submitted to H.O. within 30days of completion of work. 10% pty on value of order will be deducted for delay in submission of bill.
Transportation	Included in the above price.
Warranty	5years replacement guarantee on all hardware installed. Hardware material should be branded.
Advance Paid	Rs. 9,912/- to be pay vide cheque no. dt.
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Breakage if any in your a/c. <u>Above order for Swimming pool purpose.</u> Fttg charges including in above price.
Completion Date	Work shall be completed within 4days. Penalty of 5% of order value per week shall be levied for delay.
Measurment	Payment will be made as per actual measurement of material received at site.
Security	Supplier shall be responsible for security and storage of material at site.
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 Properties Pvt.Ltd.**

Authorised Signatory

Accepted the above Terms And Conditions

For **Mr. Mangilal**

Name : _____

Name : _____

Date : __/__/__

Purchase Order

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14-01-2022 13:08:19



84529

08.01.22 11:50:02

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For **Modi Properties Pvt.Ltd.**

Authorised Signatory

Name : 

Accepted the above Terms And Conditions

For **Mr. Mangilal**

Name : _____

Date : ____/____/____

Requisition Form						
Company Name:		Modi Properties Pvt Ltd		Date:		11.01.2022
Site & Phase :		May Flower Platinum		Time:		5:20
Supplier		Mangilal (mahadev steel& railing)		Req.No.		178314
Material required before date:			15.01.2022	ID No.		72873
No	Description	Size	Quantity	Units	Inward No	Date
1	SS Railing		240'	Rft		
2						
3						
4						
5						
6						
7						
8						
9						
10						
Remarks: Towards Swimming pool use Purpose.						
Prepared By		N.Subhash		Approved by		
Sign.& Date		11.01.2022		Sign. & Date		



- ☒ High Value/quantity beyond limits.
- ☐ Po/Req. processed-post approval.
- ☐ Approval for technical details/clarification.
- ☐ Replenishing SLLP stock
- ☐ Other

T. D. Smith
14/1/22