Form for closure of purchase order

PO no.	87841	PO date:	30/4/22	Req. no.:	178526	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	107040	
□ 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:	Full Material received.	

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: Divya	Sign: Div	Date: 14/3/23.

Data required from accounts:

□ Checked with E&D for receipt of bills.		
☑ Bills not received against this PO.	□ Part bill received against this PO.	□ 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: Sangeetha	Sign:	Date: 15/3/23

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: certified bill copy required from vendor.

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
16 MAR 2023
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

 09/02/2023 11:04:51 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			
Sri Sai Rohith Marketing Company	**Doc No**	87841	178526
New Narsimhanagar Colony, Near Noma Kalyana Vedika, Mallapur, Hyderabad - 500 076.	**Doc Date**	30-04-2022	
	Quote No	Nil	
GSTIN 36AMHPC9678H1ZM	**Quote Date**	30-04-2022	
9866512288	**SupplyType**	Supply	

Kind Attn : Mr. C. Laxman Kumar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	2227 - Carpentry - wood - Plywood - 18mm - sft *8'x4'- 2 nos*	64.00	68.00	0.00	18.00	5,135.36
					Total Order Value . . .	**5,135.36**

Rupees : Five Thousand One Hundred Thirty Five and Paise Thirty Six Only.

Terms and Conditions :-

Specification /	All items shall be of 'Hardwood plywood.
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Within 4days.
Delivery Location	May Flower Platinum Sy 82/1, Mallapur, Nacharam. Phone. 7680971999
Penality For Delay	Nil
Transportation	Extra.
Warranty	Nil

For ***Modi Properties Pvt.Ltd.***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Sri Sai Rohith Marketing Company***

Name : ____________________ Name : ____________________ Date : __/__/____

Purchase Order

 09/02/2023 11:04:51 Original / Office Copy / Purchase Div.Copy

Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications, damage is in suppliers account, above order is for tiles disply 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 Properties Pvt.Ltd.***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Sri Sai Rohith Marketing Company***

Name : ____________________

Name : ____________________

Date : __/__/____

GST No. 36AMHPC9678H1ZM

TAX INVOICE

Original for Recepient
Duplicate for Supplier/transporter
Triplicate for Supplier

SRI SAI ROHITH MARKETING COMPANY

Dealers In: All Kinds of Aluminium Section Sheets, Glass, Plywood & Hardware Etc.,

Road No. 8, NFC Main Road, Plot No. 00, Krishna Nagar, H.B. Colony, Moula Ali, Hyderabad 500040. (TS) Mob: 9866512288

INV NO: 020 | INVOICE DATE: 01/03/21

TRANSPORTATION NAME
VEHICLE NO: TS08UA4495 | L/R No:
DATE & TIME OF SUPPLY
PLACE OF SUPPLY

DETAILS OF RECEIVER (BILLED TO)

M/s Modi Properties Pvt Ltd
5-4-187/3&4, IInd Floor, M.G. Road,
Secunderabad - 500003

DETAILS OF CONSIGNEE (SHIPPED TO)

Site At: Mayfair Platinum
Moulali

STATE CODE | GSTIN NO: 36AABCM1612114 | STATE CODE | GSTIN NO

S. NO	HSN CODE	DESCRIPTION	QUANTITY	RATE	AMOUNT Rs. Ps.
(1)	4412	18mm plywood 8x4 ...	64 sft	68/-	4352-00

MPN - 107040

27/3/21

TOTAL BEFORE TAX	4352-00
ADD : CGST 9%	391-68
ADD : SGST 9%	391-68
ADD : IGST	
TAX AMOUNT GST	
GRAND TOTAL	5135-36

BANK DETAILS : HDFC BANK, HABSIGUDA BRANCH
SRI SAI ROHIT MARKETING. CO
A/C No. 50200007478658 IFSC CODE: HDFC0000368

Rupees in Words

- Once goods sold will not be taken back
- Interest @24% p.a. will be charged if payment is not made within 15 days from the date of the Bill
- Subject to Secundarabad Juridiction only
- Our Responsibility Ceases sooner the goods leave our premises

E.&O.E

For **SRI SAI ROHIT MARKETING.Co**

Authorised Signature

Receiver Stamp & Signature

 30-04-2022 12:11:36

Purchase Order

87841
20.04.22 3:07:39

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

Sri Sai Rohith Marketing Company
New Narsimhanagar Colony, Near Noma Kalyana Vedika, Mallapur, Hyderabad - 500 076.

GSTIN 36AMHPC9678H1ZM

9866512288

Doc No	87841	178526
Doc Date	30-04-2022	
Quote No	Nil	
Quote Date	30-04-2022	
SupplyType	Supply	

Kind Attn : Mr. C. Laxman Kumar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	2227 - Carpentry - wood - Plywood - 18mm - sft *8'x4'- 2 nos*	64.00	68.00	0.00	18.00	5,135.36
					Total Order Value . . .	**5,135.36**

Rupees : Five Thousand One Hundred Thirty Five and Paise Thirty Six Only.

Terms and Conditions :-

D - 26-7/5
I - 19166 - 7/5

Specification / Brand	All items shall be of 'Hardwood plywood.
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Within 4days.
Delivery Location	May Flower Platinum Sy 82/1, Mallapur, Nacharam. Phone. 7680971999
Penality For Delay	Nil
Transportation Cost	Extra.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications, damage is in suppliers account, above order is for tiles disply 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 Properties Pvt.Ltd.*
Authorised Signatory

Name : ____________

Name : ____________

Accepted the above Terms And Conditions
For *Sri Sai Rohith Marketing Company*

Date : __/__/____

1600+18.1

12mm) – 1600+18.1

18mm 2176+18'1

Requisition Form

Company Name:	Modi Properties Pvt Ltd	Date:	26.04.2022
Site & Phase :	May Flower Platinum	Time:	11:50
Supplier		Req.No.	178526
Material required before date:	29.04.2022	ID No.	75945

No	Description	Size	Quantity	Units	Inward No	Date
1	Plywood sheets (16mm Thickness)	8' x 4'	02	No's		
2						
3	8784/1					
4						
5						
6						
7						
8						
9						
10						

Remarks: Towards tiles samples display purpose .

Prepared By	A.Sravani	Approved by	K.Narendar Reddy
Sign.& Date	26.03.2022	Sign. & Date	

Note: On receipt of material at site write inward number and date in last 2 columns.

APPROVED
2 9 APR 2022
P. PRABHAKAR
Sr. MANAGER PURCHASE

GST No. : 36AMHPC9678H1ZM **TAX INVOICE**

Orginal for Recepient
Duplicate for Supplier/Transporter
Triplecate for Supplier

SRI SAI ROHITH MARKETING COMPANY

Dealers In: All Kinds of Aluminium Section Sheets, Glass, Plywood & Hardware Etc.,

Road No. 8, N.F.C. Main Road, Plot No. 66, Krishna Nagar, H.B. Colony, Moula Ali, Hyderabad-500040. (T.S) **Mob. : 9866512288**

INV. NO: 026 INVOICE DATE : 07/05/21

TRANSPORTATION NAME :

VEHICLE NO: TS08UG4851 L/R No.

DATE & TIME OF SUPPLY :

PLACE PF SUPPLY :

DETAILS OF RECEIVER (BILLED TO)

M/S Modi Properties Pvt LTD
5-4-187/3&4, IInd Floor, M.G. Road,
Sec-bad - 500003 PO - 87841

STATE CODE:........ GSTIN NO. 36AABCM4761E1ZM

DETAILS OF CONSIGNEE (SHIPPED TO)

Site At: Mayflower Platinum
Mallapur.

STATE CODE:........ GSTIN NO.

S. NO.	HSN CODE	DESCRIPTION	QUANTITY	RATE	AMOUNT Rs. Ps
1	4412	18mm ply wood 8x4 → 2	64 Sft	68/-	4352=

MRN - 107040

07/05/21

TOTAL BEFORE TAX	4352=
ADD : CGST 9%	391=68
ADD : SGST 9%	391=68
ADD : IGST	
TAX AMOUNT GST	
GRAND TOTAL	5135=36

BANK DETAILS : HDFC BANK, HABSIGUDA BRANCH
SRI SAI ROHIT MARKETING. CO
A/C No. 50200007478658 IFSC CODE: HDFC0000368

Rupees in Words........

- Once goods sold will not be taken back
- Interest @24% p.a. will be charged if payment is not made within 15 days from the date of the Bill.
- Subject to Secundarabad Juridiction only.
- Our Responsibility Ceases sooner the goods leave our premises

E.&O.E

For **SRI SAI ROHIT MARKETING.Co**

Receiver Stamp & Signature........

Authorised Signature