Form for closure of purchase order

PO no.:	89794	PO date:	7/07/22	Req. no.:	193399	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	117698 & Pnwd no: 11452 dtd 22/2/23.	
✓□ 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: Total material delivered. 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: [signature]	Date: 20/03/23

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.	484	09-11-202	68,095	Yes
2.				
3.				

Remarks by Accountants:

Prepared by: Rajyalakshmi	Sign: [signature]	Date: 4/4/23

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: According to part metal received Bills received in A/c. So close this PO

Prepared by: Ravi	Sign: [signature]	Date: 05/4/23.

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 - 6 APR 2023 SOHAM MODI MANAGING DIRECTOR

Purchase Order

08-07-2022 4:43:05 PM

89794

29.06.22 2:18:59

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

Supplier Details			
Mr. Yousuf Ali #2-2-50/A/1, Rahat Nagar, Amberpet, Hyderabad - 500013	**Doc No**	89794	193399
	Doc Date	07-07-2022	
	Quote No	NIL	
GSTIN 36AFBPY8773N1ZE	**Quote Date**	29-06-2022	
9885864330	**SupplyType**	Supply	

Kind Attn : Mr. Yousuf Ali

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	6022 - Miscellaneous - False Ceiling - NA - sft	1,603.00	46.00	0.00	18.00	87,010.84
			Total Order Value . . .			**87,010.84**

Rupees : Eighty Seven Thousand Ten and Paise Eighty Four Only.

Terms and Conditions :-

Specification /	Above rate as per guideline cir.no.852(E) dtd. 19-07-2021 issued by our M.D. and accepted by contractor. Above rates are inclusive of all.
Payment Terms	After Delivery & Production of bill
Tax	50% Advance
Delivery Date	Within 7days.
Delivery Location	Gulmohar Residency Survey No 19, Mallapur, Hyderabad. NExt to NFC Railway Over Bridge Phone. Contact: Security _______, Admin 9502211011
Penality For	Bills must be submitted to H.O. within 30 days of completion of work. 10% plty on value of order will be deducted for delay in submission of bills.
Transportation	Included in the above price.
Warranty	One year on workmanship
Advance Paid	Rs. 43505/- to be pay vide cheque no. , dt.
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for B block flat no-602 Desgned flase ceiling work purpose.
Completion Date	Work to be completed in 4days. Penalty of 5% of order value per week shall be levied for delay.
Measurment	Payment will be made as per measurement of laid and fixed material. Wastage at suppliers cost.
Security	Supplier shall be responsible for security and storage of material at site at its risk and cost.
Remarks	

M. NA delur 2/26/10

For *Modi Reality Mallapur LLP*

Authorised Signatory

Name : ______________________

Contact - -

Accepted the above Terms And Conditions

For *Mr. Yousuf Ali*

Name : ______________________

Date : __/__/____

Requisition Form						
Company Name:	MRMLLP					
Site & Phase :	Gulmphar Residency	Date:	29.06.22			
Supplier:	Yusaf ali	Time:				
Material required before date:	urgent	Req. No.	193399			
		ID No.	7760			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	BUIL1535-Building Material-Design False Ceiling-Gypsum---sqm	149	0	149		
2						
3						
4						
5						
6						
7		89794				
8						
9						
10						
Remarks:	Towards B-Block Flat.no 602 Designed false ceiling work at Gmr site					
	Engineer	Project Manager		Purchase		MD
Prepared By:	Madhan	Ram prasad				
Approved By:						
Sign & Date:						

APPROVED BY
29 JUN 2022
M. RAM PRASAD. (G.M.R.)
Project Manager

APPROVED
1 JUN 2022
P. PRABHAKAR
Sr. MANAGER PURCHASE