Form for closure of purchase order

PO no.:	93077	PO date:	18/10/22	Req. no.:	208054	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	113593, 113594, 113612, 113788, 113789, 114285, 114715, 114717, 114823, 114822	
☑ 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:	part material 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: [signature]	Date: 21/03/23

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.	83	20.11.22	26,000	yes
2.	88	22.11.22	60,800	yes
3.	100	09.01.23	43,700	yes

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 M list received All bills received.

Prepared by: Ravi	Sign: [signature]	Date: 05/04/22

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

Form for closure of purchase order dt 09-03-23 ver5.docx

Purchase Order

 21-03-2023 10:36:19 Original / Office Copy / Purchase Div.Copy

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			
Sri Sai Vishal Enterprises	**Doc No**	93077	208054
12-13-167,Street no 17, Tarnaka, Medchal, Malkajgiri, Tellangana-500017.	**Doc Date**	18-10-2022	
	Quote No	Nill	
GSTIN 36ACZPL1512H1ZF	**Quote Date**	14-10-2022	
9391029193 9391029193	**SupplyType**	Supply	

Kind Attn : Akula Lakshmi

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	869600 - BUIL-Building Material - Solid Block-- - 150mmX200mmX400mm - Nos	3,000.00	38.00	0.00	0.00	114,000.00
2	955200 - BUIL-Building Material - Solid Block-- - 100mmX200mmX400mm - Nos	1,000.00	26.00	0.00	0.00	26,000.00
					Total Order Value . . .	**140,000.00**

Rupees : One Lakh(s) Fourty Thousand Only.

Terms and Conditions :-

Specification /	Items shall be of 25kgs approx.Strength minimum 30kgs/cm2, QC report a must!
Payment Terms	Within 30 days of delivery of all materials & production of bill.
Tax	All taxes included in above price.
Delivery Date	As per request of Project Manager
Delivery Location	Gulmohar Residency Survey No 19, Mallapur, Hyderabad. NExt to NFC Railway Over Bridge Phone. Contact: Security _______, 8309938133
Penality For Delay	Bills must be submitted to H.O. within 30days of supply of material. 10% plty on value of order will be deducted for delay in submission of bills.
Transportation	Included in the above price.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right items not confirming to qlty & specs. Breakage in your account. Above order for tiles store peripheral road and miscellenous 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

Accepted the above Terms And Conditions

For ***Sri Sai Vishal Enterprises***

Name : ____________

Name : ____________

Date : __/__/____

Topic.	SOLID BLOCK							PO No	93077	
Company:	MRMLLP							Prepayed by:	Basaveshwari	
Project:	GMR							Date:	21.03.23	
					GST	18				
Sl. No.	PO no.	Item Dicription	Size	PO Quantity	Received Quantity	Price	Received Qty Amount	Balance Quantity	Units	Balance Qty Amont
1	93077	Building material-Solid block	150mmx200mmx400mm	3,000	2,750	38	104500 1,14,000	250	NO'S	9,500.00
2	93077	Building material-Solid block	100mmx200mmx400mm	1,000	1,200	26	31,200 26,000	-200	NO'S	-5,200.00
Total				4,000	3,950		135,700 1,40,000	50		4,300

APPROVED BY
21 MAR 2023
M. RAM PRASAD. (G.M.R.)
Project Manager

Purchase Order

Page(1   19-10-2022 10:41:23

93077
18.10.22 2:23:35

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			
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	Quote No	Nill	
GSTIN 36ACZPL1512H1ZF	**Quote Date**	14-10-2022	
9391029193 9391029193	**SupplyType**	Supply	

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					Total Order Value . . .	**140,000.00**

Rupees : One Lakh(s) Fourty Thousand Only.

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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 MDs APPROVAL
- [ ] High Value/quantity beyond limits.
- [x] Po/Req. processed-post approval.
- [ ] Approval for technical details/clarification
- [ ] Replenishing SSLLP stock
- [ ] Other

PART DELIVERY DETAILS

S.no	Bill no	Bill Dt.	Amount
1.	083	20/11/22	26,000/-
2.	088	22/11/22	60,800/-
3.	100	09/01/23	45,900 53,200
4.			
5.			

PO to be closed

D → 192 → 2/11/22
I → 9886 → 4/11/22

APPROVED BY
22 OCT 2022
SOHAM MODI
MANAGING DIRECTOR

For *Modi Reality Mallapur LLP*

Authorised Signatory

Name :

Accepted the above Terms And Conditions

For *Sri Sai Vishal Enterprises*

Name : ______________________

Date : __/__/____

Requisition Form						
Company Name:	MRMLLP	Date:	14.10.22			
Site & Phase :	GMR	Time:	10:00			
Unit No./Block No.	Require near tiles store, peripheral road and miscellenous purpose.					
Supplier:	.	Req. No.	208054			
Material required before date:		ID No.	80615			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	BUIL8696-Building Material-Solid Block---150MMX200MMX400MM-Nos	3000		3000		
2	BUIL9552-Building Material-Solid Block---100MMX200MMX400MM-Nos	1000		1000		
3						
4						
5	93077					
6				APPROVED BY		
7				22 OCT 2022		
8						
9	Sri Sai Vishal Enterprises			SOHAM MODI		
10				MANAGING DIRECTOR		
Remarks:						
	Engineer	Project Manager		Purchase		MD
Prepared By:	Sufyan	14 Oct 2022		APPROVED 22 OCT 2022		
Approved By:						
Sign & Date:						