Form for closure of purchase order

PO no.: 94784	PO date: 7/12/22	Req. no.: 208437	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		
□ 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: material not 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:	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.				
2.				
3.				

Remarks by Accountants:		
Prepared by: Rajyalakshmi	Sign:	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: Matl not received so close this Po.		
Prepared by: Ravi	Sign:	Date: 05/04/23.
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

 12-12-2022 3:42:41 PM

Purchase Order

94784
29.11.22 5:48:27

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				
Premier Engineering Corporation 183/184, R.P. Road, Secunderabad - 500 0033		**Doc No**	94784	208437
		Doc Date	07-12-2022	
		Quote No	nil	
GSTIN 36AAEFM1459R1ZP	27538818..	**Quote Date**	07-12-2022	
27538811	9885857395 / 93910-20196	**SupplyType**	Supply	

Kind Attn : Mr. Desai.7288883664

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	775400 - ELEC-Electrical - Copper wire-- - 3CoreX2.5Sqmm - Mtrs	90.00	286.00	58.00	18.00	12,756.74
					Total Order Value . . .	**12,756.74**

Rupees : Twelve Thousand Seven Hundred Fifty Six and Paise Seventy Four Only.

Terms and Conditions :-

Specification /	All items shall be of sudhakar brand/company
Payment Terms	Within 01 days of delivery.
Tax	All taxes included in above price.
Delivery Date	Within 3 days
Delivery Location	Gulmohar Residency Survey No 19, Mallapur, Hyderabad. NExt to NFC Railway Over Bridge Phone. Contact: Security _______, 8309938133
Penality For Delay	Nil
Transportation	Included by us !
Warranty	7 years warranty
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for flushing pressure testing and site misc at site 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 delivery /DC can be sent by email.

For ***Modi Reality Mallapur LLP***
Authorised Signatory

Veeru 07/12

Name : ____________

Accepted the above Terms And Conditions
For ***Premier Engineering Corporation***

Name : ____________

Date : __/__/____

Requisition Form						
Company Name:	MRM LLP	Date:	07.12.22			
Site & Phase :	GMR	Time:	2:30			
Unit No./Block No.						
Supplier:		Req. No.	208437			
Material required before date:	urgent	ID No.	82223			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward
1	PLUM4151-Plumbing-Brass Ball Valve---12MM-Nos 94783	10		10		
2	STEL7740-Steel-MS Threaded Nipple---20X100MM-Nos	10		10		
3	PLUM6987-Plumbing-PVC-SWR-Solvent Solution--500ml-Nos 94787	1		1		
4	ELEC7754-Electrical-Copper wire---3CoreX2.5Sqmm-Mtrs	90		90		
5	94784					
6						
7						
8						
9						
10						
Remarks:	for flushing pressure testing and site misc at gmr site					
	Engineer	Project Manager		Purchase		MD
Prepared By:	sultan ali	RamPrasad	APPROVED 07 DEC 2022			
Approved By:						
Sign & Date:	07.12.22					