

Form for closure of purchase order

PO no.:	95230	PO date:	21/12/22	Req. no.:	208495	Advice Scan ID	
Barcoded PO available	☒ Y/ ☐ N	Invoice original available	☒ Y/ ☐ N	Copy available	☐ Y/ ☒ N	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: <i>material not received. close this po.</i>							
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:		Sign:		Date:			
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: <i>Rajyalalukun</i>		Sign: <i>[Signature]</i>		Date: <i>11/1/23</i>			
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: <i>material not received so close this po.</i>							
Prepared by: Ravi		Sign: <i>[Signature]</i>		Date: <i>05/04/23</i>			
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

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

**Supplier Details**

Kothari Fire Safety Equipments
 S.No. 11, 2nd Floor, S.A.Trade Complex, Above Bombay Hotel, Ranigunj
 X Road, Secunderabd-500 003.

Doc No	95230	208495
Doc Date	21-12-2022	
Quote No	nil	
Quote Date	16-12-2022	
SupplyType	Supply	

GSTIN 36ATDPK0172B1Z9

66335959/66335969

9966050000/9290806798

Kind Attn : Mr. Prabhu Kothari.

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 475200 - HARD-Hardware - GI Hose Clamp-Heavy Duty- - 20DMM - Nos	10.00	30.00	0.00	18.00	354.00
Rupees : Three Hundred Fifty Four Only.					Total Order Value . . . 354.00

Terms and Conditions :-

Specification / As per details given in the quotation.

Payment Terms 100% Advance

Tax Extra at actual as per GST

Delivery Date 2 to 3 Weeks

Delivery Location Gulmohar Residency
 Survey No 19, Mallapur, Hyderabad. NExt to NFC Railway Over Bridge
 Phone. Contact: Security _____, 8309938133

Penalty For Delay Nil

Transportation Extra

Warranty One year warranty

Advance Paid 1,82,664/- by cheque....

Other Terms We reserve the right to reject items not conforming items quality and specifications.Above order for D-Block fire fighting work purpose at GMR site.

Completion Date NA

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 invoice must be sent to HO Office or Purchase site office.Proof of dellvery/DC can be sent by email

For **Modi Reality Mallapur LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Kothari Fire Safety Equipments**

Name : _____

Name : _____

Date : __/__/__

Requirement Form		Company Name: MRMILLP		Date: 16-12-2022				
Site & Phase: GMR		Supplier:		Time: 12.46				
Material required before date: Urgent		Req. No. 208495						
S No	Item	ID No.	Qty required	Qty available at site	Order Qty	Inward No	Inward Date	
1	HARD1268-Hardware-GI Nut with Bolt--15.8X30MM-Nos		60	82539	60			
2	HARD3961-Hardware-GI Nut with Bolt--15.8X100MM-Nos		25		25			
3	STEL7740-Steel-MS Threaded Nipple--20X100MM-Nos		15		15			
4	HARD4732-Hardware-GI Hose Clamp-Heavy Duty--20DNMM-Nos		10		10			
5	PLUM5272-Plumbing-Pressure Booster Pump--Kirkoskar-KDS 1348-125hp-Nos		1		1			
6	STEL5662-Steel-MS Threaded Nipple--65X150MM-Nos		2		2			
7	STEL2975-Steel-MS Reducer--100X80MM-Nos		2		2			
8	MISC7469-Miscellaneous-Pressure Gauge--0 to 10.5Kgs-Nos		1		1			
9	PARO8548-Paints-Red Oxide Primer--Asian-1Ltr-can		5		5			
10								
Remarks: D BLOCK fire safety equipments for gmr site								
Prepared By: Engineer								
Approved By: sultan								
Sign & Date: 16.12.22								

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