Form for closure of purchase order

PO no.: 935315	PO date: 23/12/22	Req. no.: 208563	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 113685		
☑ 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: Rajareshwari	Sign:	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.	28491	28-01-2023	84,976	Yes
2.				
3.				

Remarks by Accountants:		
Prepared by: Rajyalakshmi	Sign:	Date: 04/04/2023
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 received ofleil all bills received.			
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. Materia[l] ...ited
□	Accounts to be reconciled with supplier. Get supplier's ledger.		
Remarks:			
Approved by: Soham	Sign:	Date:	

APPROVED BY
-6 APR 202[3]
SOHAM MO[...]
MANAGING DIR[ECTOR]

Purchase Order

 21-03-2023 10:37:21 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			
Summit Sales LLP	**Doc No**	95315	208563
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	22-12-2022	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	22-12-2022	
040-66335551 9618244433	**SupplyType**	Supply	

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	456200 - STEL-Steel - MS grills-- - 1745X1145mm - kgs *6'X4', Unit weight = 23.2kgs.*	16.00	3,248.00	0.00	18.00	61,322.24
2	888300 - STEL-Steel - MS grills-- - 1145X1145mm - kgs *4'X4', Unit weight = 16kgs.*	2.00	2,240.00	0.00	18.00	5,286.40
3	936500 - STEL-Steel - MS grills-- - 1145X845mm - kgs *4'X3', Unit weight = 11.8kgs.*	~~2.00~~	1,652.00	0.00	18.00	3,898.72
4	257800 - STEL-Steel - MS grills-- - 845X1145mm - kgs *3'X4', Unit weight = 11.8kgs.*	2.00	1,652.00	0.00	18.00	3,898.72
5	120300 - STEL-Steel - MS Grill-- - 695X545MM - kgs *2.5'X2', Unit weight = 6.8kgs.*	14.00	952.00	0.00	18.00	15,727.04
6	6188 - Miscellaneous - Hamali charges - NA - Per Sft	470.00	7.00	0.00	18.00	3,882.20
					Total Order Value . . .	**94,015.32**

Rupees : Ninty Four Thousand Fifteen and Paise Thirty Two Only.

Terms and Conditions :-

Specification / All MS flat pattis should be 3/4 - 6mm & 10mm thickness sq.rod. Fabrication, grinding & powder coating should be of good quality. Above rates approved by MD vide circular no.831(b), dated. 10/06/2016 and accepted by contractor.

Payment Terms After delivery & production of bill.

Tax All taxes included in above price.

Delivery Date As per request of Project Manager - Delivery in 2 weeks.

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 in the above price.

Warranty 1 year on workmanship.

Advance Paid NIL.

Other Terms We reserve the right to reject items not conforming to quality and specifications. Above order is for GMR - F Block, sold flats only. 4th lot.

Completion Date Work shall be completed within 20days from the date of the work order.

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 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 Head Office. Proof of delivery/DC can be sent by email.

For ***Modi Reality Mallapur LLP***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ____________________

Name : ____________________

Date : __/__/____

Topic.	MS grills							PO No	95315	
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	95315	Steel -MS grills	1745x1145mm	16	16	3,248	61,322	-	kgs	-
2	95315	Steel -MS grills	1145x1145mm	2	2	2,240	5,286	-	kgs	-
3	95315	Steel -MS grills	1145x845mm	2	-	1,652	NIL 3,899	2	kgs	3,304.00
4	95315	Steel -MS grills	845x1145mm	2	2	1,652	3,899	-	kgs	-
5	95315	Steel -MS grills	695x545mm	14	10	952	11233/- 15,727	4	kgs	3,808.00
Total				36	30	9,744	90,133	6		7,112

-Hanli' - 3235.40

84,976/-

08/4/22

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

Purchase Order

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95315
13.12.22 4:32:58

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

Supplier Details			
Summit Sales LLP	**Doc No**	95315	208563
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	22-12-2022	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	22-12-2022	
040-66335551 9618244433	**SupplyType**	Supply	

Kind Attn : Hamendra,Prabhakar

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					Total Order Value . . .	**94,015.32**

Rupees : Ninty Four Thousand Fifteen and Paise Thirty Two Only.

Terms and Conditions :-

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Payment Terms	After delivery & production of bill.
Tax	All taxes included in above price.
Delivery Date	As per request of Project Manager - Delivery in 2 weeks.
Delivery Location	Gulmohar Residency Survey No 19, Mallapur, Hyderabad. NExt to NFC Railway Over Bridge Phone. Contact: Security ________, 8309938133
Penality For Delay	Nil.
Transportation Cost	Included in the above price
Warranty	1 year on workmanship.
Advance Paid	NIL.
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order is for GMR - F Block, sold flats only. 4th lot.
Completion Date	Work shall be completed within 20days from the date of the work order.
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	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 Head Office. Proof of delivery/DC can be sent by email.

PART DELIVERY DETAILS

S.no.	Bill No.	Bill Dt.	Amount
1.	28491	28/9/22	84976
2.			
3.			
4.			
5.			

APPROVED BY
23 DEC 2022
SOHAM MODI
MANAGING DIRECTOR

For *Modi Reality Mallapur LLP*

Authorised Signatory

Accepted the above Terms And Conditions

For *Summit Sales LLP*

Requisition Form

Company Name	MR Mallapur LLP		
Site & Phase	GMR	Date	22-12-2022
Unit No. Block No		Time	10:40
Supplier			
Material required before date		Req. No	208563
		ID No	

S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	STEL9402-Steel-MS grills—1745X1145mm-Kgs	16	0	16		
2	STEL4562-Steel-MS grills—1145X1145mm-Kgs	2	0	2		
3	STEL2578-Steel-MS grills—1145X845mm-Kgs	2	0	2		
4	STEL8324-Steel-MS grills—845X1145mm-Kgs	2	0	2		
5	STEL8883-Steel-MS Grill—695X545mm-Kgs	14	0	4		

Remarks Towards GMR, F Block - solid flats only. 4th Lot.

	Engineer			
Prepared By	Md. Anwar Baig	Project Manager Ramprasad	Purchase	MD
Approved By				
& Date				

APPROVED BY

M. RAM PRASAD

9528