

Form for closure of purchase order

PO no.: 93972	PO date: 14/11/22	Req. no.: 208245	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: 3835	Date of payment: 19-11-22
Details of part bill received:			
Sl. No.	Bill no.	Bill date	Bill amount
1.			
2.			
3.			
Remarks by Accountants:			
Prepared by: Rajalakshmi	Sign:	Date: 21/11/23	
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
1.			
2.			
3.			
Remarks: Material not received so close this po. Advance paid amount credit note to be receive.			
Prepared by: Ravi	Sign:	Date: 07/04/23	
Advice by MD - action to be taken.			
☐ Get certified bill from supplier (not original).		☐ Prepare bill in SLLP 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:	

Purchase Order

Page(s) 1 Of 1

14-11-2022 4:17:48 PM



93972

01.11.22 3:07:40

copy

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

Supplier Details

Geekay Industrial Services
6,Kamakshi Complex,Adj CTC,S.D.Road,Secunderabad.

GSTIN 36ABYPB1755G1ZH

9848543772

Doc No	93972	208245
Doc Date	14-11-2022	
Quote No	NIL	
Quote Date	10-11-2021	
SupplyType	Supply	

Kind Attn : Mr Prashant

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 3107 - Chemicals - Crack Fill - NA - kgs crackmite powder -20 kg's per bag	5.00	650.00	0.00	18.00	3,835.00
Total Order Value . . .					3,835.00

Rupees : Three Thousand Eight Hundred Thirty Five Only.

Terms and Conditions :-

Specification / As per details given in the quotation.

Payment Terms 100% Advance

Tax All taxes included in above price.

Delivery Date Next Day.

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

Penalty For Delay Nil

Transportation Transport cost shall be borne by us.

Warranty Nil

Advance Paid Rs.3835/-by RTGS/NEFT

Other Terms Payment as per actual receipt of material.Above material for E-block boulders breaking purpose.

Completion Date NA

Measurment NA

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 sie office .Proof of delivery /Dc can besent by email.

For **Modi Reality Mallapur LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Geekay Industrial Services**

Name : _____

Name : _____

Date : __/__/__

Requisition Form

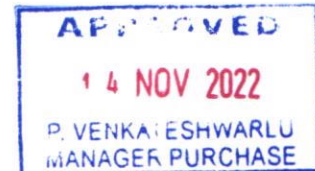
Company Name:	MODI REALTY MALLAPUR LLP	Date:	10.11.22
Site & Phase :	GULMOHAR RESIDENCY	Time:	10:30
Supplier		Req. No.	208245
Material required before date:	Urgent	ID No.	81398

No	Description	Size	Quantity	Units	Inward No	Date
1.	Crackmite powder	20kgs	5	No's		
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						

Remarks: For E block boulders breaking purpose.

Prepared By	Sufyan	Approved by	M. Ram prasad
Sign. & Date	10.11.22	Sign. & Date	

Note:



G.K Industrial