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: [signature]	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:~~ 3935	~~Date of payment:~~ 19-11-22

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: [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: Metal not received so close this po. Advance paid amount credit note to be receive.

Prepared by: Ravi	Sign: [signature]	Date: 07/04/23.

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 - 8 APR 2023 SOHAM MODI MANAGING DIRECTOR

Purchase Order

14-11-2022 4:17:48 PM

93972

01.11.22 3:07:40

opy

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
Penality 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.

Deepa

For *Modi Reality Mallapur LLP*
Authorised Signatory

14/11/22

Name : ____________________

Accepted the above Terms And Conditions
For *Geekay Industrial Services*

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	93720					
4	650+18%					
5						
6						
7						
8	93972					
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:

APPROVED BY
10 NOV 2022
M. RAM PRASAD (G.M.R.)
Project Manager

APPROVED
14 NOV 2022
P. VENKATESHWARLU
MANAGER PURCHASE

G.K.N Industrial