Form for closure of purchase order

PO no.:	94134	PO date:	18/11/22	Req. no.:	208280	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 (Advance not paid).		
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
-8 APR 2023
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

 18-11-2022 1:12:58 PM

94134
16.11.22 2:57:25

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			
Sunil Fastners 5-5-201/E, B.S Complex, Ranigunj, Secunderabad-500003	**Doc No**	94134	208280
	Doc Date	18-11-2022	
	Quote No	nil	
GSTIN 36ACMPY8582F1ZR	**Quote Date**	15-11-2022	
9397044443 9397044443	**SupplyType**	Supply	

Kind Attn : Y.Sunil Kumar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	397600 - HARD-Hardware - GI Thread Rod-- - 10DMMX1200LMM - Nos	10.00	90.00	0.00	18.00	1,062.00
2	982300 - HARD-Hardware - GI Nut-- - 10MM - Nos *120 per kg 100 pieces*	100.00	1.20	0.00	18.00	141.60
					Total Order Value . . .	**1,203.60**

Rupees : One Thousand Two Hundred Three and Paise Sixty 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	1,204/-by RTGS/NEFT
Other Terms	We reserve the right to reject items not conforming to quality and specifications. For club house second floor plumbing work purpose.
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 sitee.Original invoice must be sent to HO Ofiice or Purchase site office .Proof of delivery /DC can be sent by email

For ***Modi Reality Mallapur LLP***

Authorised Signatory

Venu 18/11/22

Name : ____________________

Accepted the above Terms And Conditions

For ***Sunil Fastners***

Name : ____________________

Date : __/__/____

Requisition Form						
Company Name:	MRMLLP	Date:	15-11-2022			
Site & Phase :	Gulmohar Residency	Time:	12:28			
Unit No./Block No.	club house second floor plumbing work purpose					
Supplier:		Req. No.	208280			
Material required before date:		ID No.	81577			
S No	Item 94134	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	PLUM3103-Plumbing-GI Ball Valve--Zoloto-20mm-Nos	10	0	10		
2	PLUM1447-Plumbing-CPVC Solution---500gms-Nos	5	0	5		
3	PLUM2271-Plumbing-CPVC-Female Threaded Elbow 90 degree(Brass)--20mm-Nos	25	0	25		
4	PLUM3959-Plumbing-CPVC Tee---20mm-Nos	25	0	25		
5	PLUM7774-Plumbing-CPVC Coupling---20mm-Nos	25	0	25		
6	PLUM3106-Plumbing-CPVC Elbow ---20mmx45º-Nos	10	0	10		
7	HARD9376-Hardware-Bombay Nails ---75mm-Kgs	2	0	2		
8	HARD2051-Hardware-GI Thread Rod---10DmmX1200Lmm-Nos 94020	10	0	10		
9	SACP5822-Sanitary CP-Conceled Flush Tank--Gebritte--Nos	8	0	8		
10	HARD3976-Hardware-GI Nut---10mm-Nos	100	0	100		
Remarks:	Club house second floor plumbing work purpose					
	Engineer	Project Manager		Purchase		MD
Prepared By:	G.Bhagath	Ramprasad				
Approved By:						
Sign & Date:						

APPROVED
15 NOV 2022
P. VENKATESHWARLU
MANAGER PURCHASE