Form for closure of purchase order

PO no.:	94195	PO date:	21/11/22	Req. no.:	208306	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:~~	~~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: [signature]	Date: 11/4/23

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: Material not received so close this PO & Advance not paid.

Prepared by: Ravi	Sign: [signature]	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: [signature]

APPROVED BY
-8 APR 2023
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

 22-11-2022 16:02:54

94195
16.11.22 3:05:32

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	**Doc No**	94195	208306
5-5-201/E, B.S Complex, Ranigunj, Secunderabad-500003	**Doc Date**	21-11-2022	
	Quote No	NIL	
GSTIN 36ACMPY8582F1ZR	**Quote Date**	19-11-2022	
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	666100 - HARD-Hardware - Anchor bolt -Bolt Type- - 10x62.50mm - Nos	100.00	9.00	0.00	18.00	1,062.00
					Total Order Value . . .	**1,062.00**

Rupees : One Thousand Sixty Two Only.

Terms and Conditions :-

Specification / As per details given in the quotation.

Payment Terms 100% Advance payment

Tax Inclusive of all taxes

Delivery Date Next Working 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 Nil

Warranty Nil

Advance Paid 20,685/- vide cheque/RTGS no____

Other Terms We reserve the right to reject items not conforming to quality and specifications.Above order for D block duct flat no-5 and 6 external plumbing work 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 invoices must be sent to HO office or purchase site office. Proof of delivery /DC can be sent by email.

For ***Modi Reality Mallapur LLP***

Authorised Signatory

Venkat... 21/11/22

Name : ____________

Accepted the above Terms And Conditions

For ***Sunil Fastners***

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	MRMLLP	Date:	19-11-2022
Site & Phase :	Gulmohar Residency	Time:	
Unit No./Block No.	Club house first floor		
Supplier:	94195	Req. No.	208306
Material required before date:	94182 21-11-2022	ID No.	81711

S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Da
1	PLUM7792-Plumbing-PVC SWR-Floor Trap--100mm-Nos ✓	10	0	10		
2	HARD5475-Hardware-Anchor bolt -Bolt Type--10x62.50mm-Nos ✗ 10·50 + 187	100	0	100		
3	PLUM7180-Plumbing-Rigid-Elbow--50mm-Nos ✓	10	0	10		
4	HARD1657-Hardware-GI Threaded rob with nut---10X1800mm-Nos ✓	20	0	20		
5	HARD9279-Hardware-GI U Clamp+Nut+Washer---20x8mm-Nos ✓	20	0	20		
6						
7						
8						
9						
10						

Remarks: Towards Club house First Floor plumbing line work purpose

	Engineer	Project Manager	Purchase	MD
Prepared By:	G.Bhagath	Prasad		
Approved By:				
Sign & Date:		19 NOV 2022		

APPROVED
19 NOV 2022
P. VENKATESHWARLU
MANAGER PURCHASE