Form for closure of purchase order

PO no.: 20221206 004	PO date:	06.12.22	Req. no.:	195110	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: 46.5 M3 Received out of 50 M3.							
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: Md. Mursallim Ansari		Sign: Ansari			Date: 10.3.23		
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.	0348 & 0307 0307	18.01.23 & 22.12.22	45,600	yes
2.	0324	31.12.22	1,24,800	yes
3.	0286	12.12.22	52,800	yes

Remarks by Accountants:		
Prepared by: Vinod	Sign: [signature]	Date: 10.03.23
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: All bills received against this P.O		
Prepared by: Ravi	Sign: [signature]	Date: 04/04/23.

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

Internal memo no. 903/35/A Annexure - B

RMC pour report

Company / firm:	Crescentia Labs Pvt Ltd		Block No:	North block column casting
Project:	GV One		Flat / Villa no:	
Supplier:	SL RMC Plant		Slab no:	
Requisition nos:	195110		A. Estimated quantity:	50 cum
PO nos.:	20221206004		B. Requisition quantity:	50 cum
Sign of Security	Sign of Admin	Sign of Project Manger	C. Actual quantity poured	46.5 cum (**32.5 cum** 06.01.23 **14 cum** 09.01.2023)
			D. Difference (C-A)	3.5 cum

Details of RMC pour

Sl. No	Date	Time of dispatch from RMC plant	Time of receipt at site	Time of pour	Quantity poured (Cum)	Dc No. / Batch no.	Specified wt @2400 kgs/m3	Measured weight (kgs)	Short fall in weight in kgs	Deduction for shortfall in Rs.	7 day cube test strength in kN/m2	28 days cube test strength in kN/m2
1	09.01.2023	9:16	10:05	10:10	7	6460	16,800	16,670				
2	09.01.2023	12:25	13:16	13:20	7	6462	16,800	16,220				
Total:					14		33,600	32,890				
Remarks	Remaining qty will be use later											

Note : 1. Report to be sent on a daily basis to [illegible] and [illegible]. 2. Report must be prepared during pour and not later. 3. Report must be sent within one working day. 4. Multiple report can be sent for one PO. 5. Weigh all vehicles. 6. 6 cubic meters vehicle should have a net weight of 14,110 kgs @ 2,400kgs/ m3. If the shortfall is more than 50 kgs per load purchase to debit supplier shortfall [illegible]. 7. Site to calculate shortfall. 8. Maintain original report + weighment slips + pour reports + test reports + photographs at site.

All bills received vide invoice No: 348, 307, 324, 286.

04/4/23

Internal memo no. 903/35/A Annexure - B

RMC pour report

Company/ firm:	Crescentia Labs Pvt Ltd		Block No:	Retaining wall and coulumn
Project:	GV One		Flat / Villa no:	
Supplier:	SL RMC Plant		Slab no:	
Requisition nos:	195110		A. Estimated quantity:	50 cum
PO nos.:	20221206004		B. Requisition quantity:	50 cum
Sign of Security	Sign of Admin	Sign of Project Manger	C. Actual quantity poured	32.5 cum (06.01.23)
			D. Difference (C-A)	16.5 cum

Details of RMC pour

Sl. No	Date	Time of dispatch from RMC plant	Time of receipt at site	Time of pour	Quantity poured (Cum)	Dc No. / Batch no.	Specified wt @2400 kgs/m3	Measured weight (kgs)	Short fall in weight in kgs	Deduction for shortfall in Rs.	7 day cube test strength in kN/m2	28 days cube test strength in kN/m2
1	06.01.2022	13:10	13:13	13:15	8	461	19,200	18,640				
2	06.01.2022	16:14	17:08	17:10	8.5	262	20,400	20300				
3	07.01.2023	12:37	13:39	13:45	8	268	19,200	19540				
4	07.01.2023	17:15	17:51	17:55	8	273	19,200	19540				
5												
6												
7												
8												
9												
					32.5		78,000	78,020				
Total:												
Remarks	Remaining qty will be use later											

Note: 1. Report to be sent on a daily basis to [illegible] and [illegible]. 2. Report must be prepared during pour and not later. 3. Report must be sent within one working day. 4. Multiple report can be sent for one PO. 5. Weigh all vehicles. 6. 6 cubic meters vehicle should have a net weight of 14,110 kgs @ 2,400kgs/ m3. If the shortfall is more than 50 kgs per load purchase to debit supplier shortfall amount on pro-rata basis. 7. Site to calculate shortfall. 8. Maintain original report + weighment slips + pour reports + test reports + photographs at site.

All Bills received vide Invoice NO: 348, 307, 324 & 286.

04/04/23

Purchase Order

From Company:	Crescentia Labs .. GSTNO:36AADCB2608M1Z0	Delivery Location:	GV One Plot No.15-B, MN Park Phase-ISy No. 230 to 243Turkapally Hyderabad,Telangana,500078 Ansari,04066335551

Supplier Details				
SL RMC PLANT PLOT NO.26, S S VILLAS, MARKANDEYA NAGAR, KAPRA, MedchalMalkajgiri, Telangana, 500062 Hyderabad,TG, 500062 GSTIN:36ADNFS2288J1ZF SRINIVAS REDDY MUPPA,7207255678 slrmcplant@gmail.com	PO No	20221206004	Quote No	NIL
	PO Date	06 Dec 2022	Quote Date	06 Dec 2022
	Supply Type	Purchase Order		

SNo.	Item Name	Qty	Rate	Dis%	Taxable Amount	GST%						Amount
						IGST%	CGST%	SGST%	IGST AMT	CGST AMT	SGST AMT	
1	RMCC9841-RMC-RMC-M30---cum	50.00	4,067.79	0%	2,03,390	0%	9%	9%	0	18,305	18,305	2,40,000
								Total Amount ...	0	18,305	18,305	2,40,000

Rupees in words : Two Lakh Thirty Nine Thousands Nine Hundred And Ninety Nine .nine Six PaiseOnly.

Terms and Conditions:-

RMC other terms :	Batching report + cube test report must be provided.
RMC specification:	310 kgs of cement to be added per cum.
RMC quantity	Payment shall be made on quantity delivered at site. All vehicles to be weighed near site
RMC line pump:	Line / boom pump charges included.
Payment Terms :	Within 30 days of delivery and on production of bill.
Tax :	Inclusive of GST and all other taxes.
Delivery Date :	As per Site Engineers Request.
Delivery Location :	As per details given above

08/03/23 02:09:46 PM

Date	Inv no.	Qty	Rate	
18/1/23 0348	0348	3.50	4067.80	14,237.30
22/12/22	0307	6.00	4067.80	24,406.80
31/12/22	0324	26.00	4067.80	105,762.80
12/12/22	0286	11.00	4067.80	44,745.69
		46.5		189,152.59

50.00
46.50
Bal. 3.50

Purchase Order

Bill submission:	Vendor Shall submit proof of delivery+originak invoice at head office of purchaser
Remarks :	Delivery at GV ONE Turkapally Contact Person Mr Ansari-7667074298.

For Crescentia Labs	Accepted the above Terms And Conditions For
Authorised Signatory	
Name :-	
Sign:-	
Date :-	Date :-

Requisition Form

Company Name	Crescentia Labs	Date	05 Dec 2022
Site Or Phase	GV One	Time	01:13:30
Flat/Villa/Other	-	Req.No.	195110
Material required before date		ID No	20221205004

S.No	Description	Qty Required	Qty Available at Site	Order Qty	Last Rate	Inward No	Date
1	RMCC9841-RMC-RMC-M30---cum	50.00	0	50.00	4,300.00		

Remarks: Columns and Retaining wall - North Block

Prepared By :- Abdul Rahman

Sign:-

Date :- 05 Dec 2022

Approved By:-

Sign:-

Date:-

Note: On receipt of material at site write inward number and date in last two columns