Form for closure of purchase order

PO no.:	95972	PO date:	10/01/23	Req. no.:	142522	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:		

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: D. Devi	Sign: D. Devi	Date: 10/04/23.

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: Bill not Received

Prepared by:	Sign:	Date:

Notes: 1. POs/WOs issued for turnkey works - may have been processed by E&D. Check before filling the above.

Prepared by: S. Nemuthur	Sign: S. Nemuthur	Date: 12/04/2023

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 P.O

Prepared by: Ravi	Sign:	Date: 13/4/23

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
17 APR 2023
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

 10-01-2023 11:02:46 AM

95972 27.12.22 3:50:42

Copy

From Company : **Mehta & Modi Realty Kowkur LLP**
5-4-187/3&4, II nd floor, MG Road, Soham Mansion, Secunderat
G S T No. : 36ABLFM7631F1Z3

Supplier Details			
SFS Hardware	**Doc No**	95972	142522
30-26,III Floor,Plot no 36,Burhani Housing Society,RTC Colony,Tirumulgery,Secunderabad-15	**Doc Date**	10-01-2023	
	Quote No	Nil	
GSTIN 36BJJPG3515K1Z6	**Quote Date**	09-01-2023	
9550505717	**SupplyType**	Supply	

Kind Attn : Mr Khuzem

Purchase Order for the Supply of following Items.

	Item Name	**Qty**	**Rate**	**Dis%**	**GST**	**Amount**
1	811600 - HARD-Hardware - GI Universal clamp-- - 50DMM - Nos *GI - Hi tech Clamp 100mm*	50.00	78.00	0.00	18.00	4,602.00
2	811600 - HARD-Hardware - GI Universal clamp-- - 50DMM - Nos *GI - Hi tech Clamp 80mm*	30.00	72.00	0.00	18.00	2,548.80
3	811600 - HARD-Hardware - GI Universal clamp-- - 50DMM - Nos *GI - Hi tech Clamp 65mm*	30.00	68.00	0.00	18.00	2,407.20
					Total Order Value . . .	**9,558.00**

Rupees : Nine Thousand Five Hundred Fifty Eight Only.

Terms and Conditions :-

Specification /	All items shall be of ___ brand/company
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Within 2 days
Delivery Location	Greenwood Heights Sy no: 196, Kowkur. Phone. 040-66335551
Penality For Delay	5% penalty for delay in delivery beyond due date.
Transportation	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	NIL
Other Terms	Payment will be made only after inspection of material.Above material for B-block parking area sprinkler pipeline purpose.
Completion Date	NA
Measurment	Nil
Security	Nil
Remarks	Material Delivery at GHT, Contact person Mr.suresh , mobile no:9502232100.

For ***Mehta & Modi Realty Kowkur LLP***

Authorised Signatory

Vul Tolls

Name : ____________________

Accepted the above Terms And Conditions

For ***SFS Hardware***

Name : ____________________

Date : __/__/____

Requisition Form

Company Name:	MMR Kowkur LLP	Date:	09-01-23
Site & Phase :	GHT	Time:	12:19
Supplier		Req. No.	142522
Material required before date:	07-01-23	ID No.	83237

No	Description	Size	Quantity	Units	Inward No	Date
1	GI Round nut	10mm	150	No		
2	MS Sheet Dummy	80X5mm	4	No		
3	MS Sheet Dummy	65X5mm	4	No		
4	MS Sheet Dummy	50X5mm	8	No		
5	MS Sheet Dummy	32X5mm	25	No		
6	MS Sheet Dummy	25X5mm	150	No		
7	MS Coupling-Heavy	15mm	200	No		
8	GI-Hi tech clamp — 78 [illegible]	100mm	50	No		
9	GI-Hi tech clamp — 72 8116	80mm	30	No	95972	
10	GI-Hi tech clamp — 68	65mm	30	No		

Remarks: - - GHT B Block parking area Sprinkler pipeline purpose.

Prepared By	D Devi	Approved by	A Suresh
Sign.& Date	09-01-23	Sign. & Date	09-01-2023

Note: On receipt of material at site write inward number and date in last 2 columns.

APPROVED
10 JAN 2023
P. VENKATESHWARLU
MANAGER - PURCHASE