Form for closure of purchase order

PO no.:	96103	PO date:	12/01/23	Req. no.:	142523	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.		Date:
Prepared by:	Sign:	

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

Prepared by: S. [illegible]	Sign: S. [illegible]	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: Metal not received, so close this PO.		
Prepared by: Ravi	Sign: [signature]	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

 12-01-2023 12:12:25

96103
10.01.23 4:03:09

From Company : **Mehta & Modi Realty Kowkur LLP**
5-4-187/3&4, II nd floor, MG Road, Soham Mansion, Secunderabad-5000(
G S T No. : 36ABLFM7631F1Z3

Supplier Details			
Sunil Fastners 5-5-201/E, B.S Complex, Ranigunj, Secunderabad-500003	**Doc No**	96103	142523
	Doc Date	12-01-2023	
	Quote No	Nil	
GSTIN 36ACMPY8582F1ZR	**Quote Date**	10-01-2023	
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	926300 - STEL-Steel - GI Universal clamp-- - 100DMM - Nos	50.00	18.00	0.00	18.00	1,062.00
2	593200 - HARD-Hardware - GI Universal clamp-- - 65DMM - Nos	30.00	9.50	0.00	18.00	336.30
3	811600 - HARD-Hardware - GI Universal clamp-- - 50DMM - Nos	30.00	7.50	0.00	18.00	265.50
4	659900 - HARD-Hardware - GI universal clamp-- - 40mm - Nos	30.00	7.00	0.00	18.00	247.80
5	964500 - HARD-Hardware - GI universal clamp-- - 80mm - Nos	30.00	10.50	0.00	18.00	371.70
6	157000 - HARD-Hardware - GI Universal clamp-- - 32DMM - Nos	50.00	6.00	0.00	18.00	354.00
7	101700 - HARD-Hardware - GI Universal Clamp-- - 25DMM - Nos	250.00	5.50	0.00	18.00	1,622.50
8	982300 - HARD-Hardware - GI Nut-- - 10MM - Nos	150.00	1.40	0.00	18.00	247.80
					Total Order Value . . .	**4,507.60**

Rupees : Four Thousand Five Hundred Seven and Paise Sixty Only.

Terms and Conditions :-

Specification / Brand	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
Delivery Date	Next Working Day.
Delivery Location	Greenwood Heights Sy no: 196, Kowkur. Phone. 040-66335551
Penality For Delay	Nil
Transportation Cost	Extra.

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

Authorised Signatory

Name : V Sunil Modi

Accepted the above Terms And Conditions

For ***Sunil Fastners***

Name : ____________

Date : __/__/____

Purchase Order

12-01-2023 12:12:25

Original / Office Copy / Purchase Div.Copy

Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming quality and specifications.Above order for GHT b-BLOCK parking area sprinkler pipeline 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 ***Mehta & Modi Realty Kowkur LLP***

Authorised Signatory

Veerd

Name : ____________________

Accepted the above Terms And Conditions

For ***Sunil Fastners***

Name : ____________________

Date : __/__/____

Requisition Form							
Company Name:	Mehta & Modi Realty Kowkur LLP	Date:	10-01-2023				
Site & Phase :	GHT	Time:	14:26				
Unit No./Block No.							
Supplier:		Req. No.	142523				
Material required before date:	11-01-2023	ID No.	83235.				
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date	
1 9263.	STEL2585-Steel-GI Universal clamp---100Dmm-Nos – 18/-	50		50			
2 5932	HARD6904-Hardware-GI Universal clamp---65Dmm-Nos – 9.50	30		30			
3 8116.	HARD1106-Hardware-GI Universal clamp---50Dmm-Nos – 7.50	30		30			
4	HARD6599-Hardware-GI universal clamp---40mm-Nos – 7 96103	30		30			
5	HARD9645-Hardware-GI universal clamp---80mm-Nos – 10.50	30		30			
6 1570	HARD6760-Hardware-GI Universal clamp---32Dmm-Nos – 6/-	50		50			
7	HARD1017-Hardware-GI Universal clamp---25Dmm-Nos – 5.50	250		250			
8	HARD3976-Hardware-GI Nut---10mm-Nos – 120 Poo kg – 1.40/-	150		150			
9	9823.						
10							
Remarks:	GHT B Block parking area Sprinkler pipeline purpose						
	Engineer	Project Manager		Purchase		MD	
Prepared By:	A Suresh						
Approved By:	D Devi						
Sign & Date:	10-01-2023						