

Form for closure of purchase order

PO no.: 92710	PO date: 9/10/22	Req. no.: 193947	Advice Scan ID	
Barcoded PO available ☒ Y/ ☐ N	Invoice original available ☒ Y/ ☐ N	Copy available ☐ Y/ ☒ N	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: Total material delivered.				
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: 8/04/23		
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.	107	24.11.22	42,639	Yes
2.				
3.				
Remarks by Accountants:				
Prepared by: Rajyalamb	Sign:	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: All bills received against this PO.				
Prepared by: Ravi	Sign:	Date: 12/4/23		
Advice by MD - action to be taken.				
☒	Get certified bill from supplier (not original).		☐ Prepare bill in SSSLP 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

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08-04-2023 11:29:52

Original / Office Copy / Purchase Div.Copy

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

Mr. V. Vidya Shankar
Plot no. 171, Krishna Nagar Colony, Chengi Cherla, Ghatkesar Mandal,

GSTIN 36AEKPV0495G1Z2

9246889529

Doc No	92710	193947
Doc Date	09-10-2022	
Quote No	Nil	
Quote Date	15-09-2022	
SupplyType	Supply And Installation	

Kind Attn : Mr. V. Vidya Shankar

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 153500 - BUIL-Building Material - Design False Ceiling-Gypsum- - - - sqm	73.00	495.00	0.00	18.00	42,639.30
Total Order Value . . .					42,639.30

Rupees : Forty Two Thousand Six Hundred Thirty Nine and Paise Thirty Only.

Terms and Conditions :-

Specification /	Above rate as per guideline cir.no.852(E) dtd. 19-07-2021 issued by our M.D. and accepted by contractor. Above rates are inclusive of all.
Payment Terms	50% as advance
Tax	All taxes included in above price.
Delivery Date	Within 7 days.
Delivery Location	Gulmohar Residency Survey No 19, Mallapur, Hyderabad. NExt to NFC Railway Over Bridge Phone. Contact: Security _____, 8309938133
Penalty For Delay	Bills must be submitted to H.O. within 30 days of completion of work. 10% pty on value of order will be deducted for delay in submission of bills.
Transportation	Included in the above price.
Warranty	One year on workmanship
Advance Paid	21,319/- vide cheque no _____
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for G Block flat no-103 hall and dining false ceiling purpose.
Completion Date	Work to be completed in 4 days. Penalty of 5% of order value per week shall be levied for delay.
Measurement	Payment will be made as per measurement of laid and fixed material. Wastage at suppliers cost.
Security	Supplier shall be responsible for security and storage of material at site at its risk and cost.
Remarks	

For **Modi Reality Mallapur LLP**
Authorised Signatory

Accepted the above Terms And Conditions
For **Mr. V. Vidya Shankar**

Name : _____

Name : _____

Date : ____/____/____

Purchase Order

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09-10-2022 12:32:31 PM



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03.10.22 5:38:38

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For **Modi Reality Mallapur LLP**

Authorised Signatory

Name : _____

Accepted the above Terms And Conditions

For **Mr. V. Vidya Shankar**

Name : _____

Date : ____/____/____

Requisition Form		Date:	27.09.2022		
Company Name:		Time:			
Site & Phase :		Req. No.	193947		
Unit No./Block No.		ID No.	80271		
Supplier:		Qty required	73	Order Qty	Inward No
Material required before date:		Qty available at site	0		Inward Date
S No	Item				
1	BUJL1535-Building Material-Design False Ceiling-Gypsum---sqm				
2					
3					
4					
5					
6					
7					
8					
9					
10					
Remarks:	Towards G-Block Flat no 103 Hall & dining desing false ceiling work at GMR Site.				
	Newyear/Festival offer				
	Engineer				
Prepared By:	Gosika Rajesh				
Approved By:					
Sign & Date:	27.09.22				

Project Manager
 Approved
 27.09.2022
 Approved
 08 OCT 2022
 P. PRABHAKAR
 Sr. Manager Purchase

92/35

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