Form for closure of purchase order

PO no.: 92605	PO date: 7/10/22		Req. no.: 193948		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: Total material delivered.

Notes: 1. Provide details of material received by way of separate attachment. 2. Provide scanned copy of DC/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.	108	24.11.2022	42,639	YES
2.				
3.				

Remarks by Accountants:

Prepared by: Rajyalakshmi	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: 12/04/23.

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
17 APR 2023
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

 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	**Doc No**	92605	193948
Plot no. 171, Krishna Nagar Colony, Chengi Cherla, Ghatkesar Mandal,	**Doc Date**	07-10-2022	
	Quote No	NIL	
GSTIN 36AEKPV0495G1Z2	**Quote Date**	27-09-2022	
9246889529	**SupplyType**	Supply	

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 : Fourty 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% asadvance
Tax	All taxes included in above price.
Delivery Date	Within 7days.
Delivery Location	Gulmohar Residency Survey No 19, Mallapur, Hyderabad. NExt to NFC Railway Over Bridge Phone. Contact: Security _______, 8309938133
Penality For Delay	Bills must be submitted to H.O. within 30 days of completion of work. 10% plty 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	21319/-
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order forG Block flat no-407 hall and dining design false ceiling work purpose.
Completion Date	Work to be completed in 4days. Penalty of 5% of order value per week shall be levied for delay.
Measurment	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	'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

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

Name : ____________________ Name : ____________________ Date : __/__/____

Purchase Order

 07-10-2022 1:27:54 PM

92605
03.10.22 5:34:56

py

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M. Ndreeva 26/10

For *Modi Reality Mallapur LLP*

Authorised Signatory

Name : ____________

Name : ____________

Accepted the above Terms And Conditions

For *Mr. V. Vidya Shankar*

Date : __/__/____

Requisition Form						
Company Name:	MRMLLP	Date:	27.09.2022			
Site & Phase :	Gulmohar Residency	Time:	12:00			
Flat/Block no.	G-Block /Flat.no 207					
Supplier:	V.Vidya Shanker	Req. No.	193948			
Material required before date:	urgent	ID No.	80272			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	BUIL1535-Building Material-Design False Ceiling-Gypsum---sqm	73	0	73		
2						
3						
4	92605					
5						
6						
7						
8						
9						
10						
Remarks:	Towards G-Block Flat.no 207 Hall &dining desing false ceiling work at GMR Site.					
	Newyear/Festival offer					
	Engineer	Project Manager		Purchase		MD
Prepared By:	G.Rajesh	Ram Prasad				
Approved By:		APPROVED 27 SEP 2022	APPROVED 06 OCT 2022 P. PRABHAKAR Sr. MANAGER PURCHASE			
Sign & Date:	27.09.2022					