

Form for closure of purchase order

PO no.:	96595	PO date:	30/01/23	Req. no.:	208811	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	116984						
☒ 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: part material delivered. close PO remaining will be re-ordered.							
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 Rayi.							
Prepared by:	A. Janaki	Sign:	AJ	Date:	11/04/23.		
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.	2223-0413	03-02-23	14986	Yes			
2.							
3.							
Remarks by Accountants:							
Prepared by:	Rajalamb	Sign:	AR	Date:	20/4/23		
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: As per receipt of mtr part bill recd. so close this PO							
Prepared by: Ravi		Sign:		Date:	20/4/23.		
Advice by MD - action to be taken.							
☐ Get certified bill from supplier (not original).		☐ Prepare bill in SSLP 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
20 APR 2023
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

Original / Office Copy / Purchase Div.Copy

Page(s) 1 Of 1

10-04-2023 11:02:50

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

Elegant Enterprises
5-4-187/7/3, Karbala Maidan, M.G.Road, Secunderbad-500003.

GSTIN 36AJBPK0412E1ZY
66385358

9985113450/9885073880

Doc No	96595	208811
Doc Date	30-01-2023	
Quote No	Nil	
Quote Date	25-01-2023	
SupplyType	Supply	

Kind Attn : Mr.Gaurang Kadakia/Mahesh Kadakia

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 168400 - ELEC-Electrical - Timer--L&T - 32amps-3pole - Nos	4.00	1,050.00	0.00	18.00	4,956.00
2 308200 - ELEC-Electrical - Contactor-2phase-L&T - - - Nos	4.00	2,125.00	0.00	18.00	10,030.00
3 739000 - ELEC-Electrical - Exhaust Fan--Siracco - 225X225MM - Nos	7.00	2,700.00	0.00	18.00	22,302.00
Total Order Value . . .					37,288.00

Rupees : Thirty Seven Thousand Two Hundred Eighty Eight Only.

Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Next Day.
Delivery Location	Gulmohar Residency Survey No 19, Mallapur, Hyderabad. NExt to NFC Railway Over Bridge Phone. Contact: Security _____, 8309938133
Penalty For Delay	Nil
Transportation	Transport cost shall be borne by us.
Warranty	1 Year
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications.Above order for Club house 2nd floor toilets exhaust fan work purpose.
Completion Date	NA
Measurment	Nil
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 invoice must be sent to HO Office or Purchase site office .Proof of delivery /DC can be sent by email

Accepted the above Terms And Conditions

For **Modi Reality Mallapur LLP**

For **Elegant Enterprises**

Authorised Signatory

Date : __/__/__

Head Office : Block - A ' 413 ' Shanti Bagh Apartments, 7 - 1 - 3, Begumpet, Hyderabad - 5000016

Topic:	Electrical material																			
Company:	MRMLLP																			
Project:	GMR																			

