Form for closure of purchase order

PO no.:	95929	PO date:	09/01/23	Req. no.:	208715	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: Material not received. Close PO material will be reordered.		
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: A. Janaki	Sign: AJ	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:		
Prepared by: Rajyalakshmi	Sign:	Date: 21-04-23
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: Material not received & advance also not paid. So close this PO.		
Prepared by: Ravi	Sign:	Date: 25/4/23

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
26 APR 2023
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

 10-04-2023 10:29:48 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. M. Sudarshan	**Doc No**	95929	208715
H.Ño. 1348, Pioneer Bazar, Bolarum, Secunderabad.	**Doc Date**	09-01-2023	
	Quote No	Nil	
GSTIN 36BBIPM8347N1ZW	**Quote Date**	07-01-2023	
9849102251	**SupplyType**	Supply	

Kind Attn : Mr. M. Sudarshan

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	415200 - WIND-Windows - UPVC-Ventilator top hung - - 600WX600Hmm - Nos *2'x2'*	2.00	2,080.00	0.00	18.00	4,908.80
					Total Order Value . . .	**4,908.80**

Rupees : Four Thousand Nine Hundred Eight and Paise Eighty Only.

Terms and Conditions :-

Specification / Brand	As per details given in the quotation dt. 09/03/2022.
Payment Terms	50% as advance & balance on delivery of materials and receipt of invoice.
Tax	All taxes included in above price.
Delivery Date	Within 25 days.
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 30days of completion of work. 10% plty on value of order will be deducted for delay in submission of bills.
Transportation Cost	Included in the above price.
Warranty	1 year on workmanship.
Advance Paid	Rs. 2,454/- RTGS/ NEFT
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for F & G Blocks lift ventilation work purpose.
Completion Date	Work to be completed within 10 working days. 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. M. Sudarshan***

Name : ______________

Name : ______________

Date : __/__/____

Purchase Order

 09-01-2023 4:48:22 PM

.Copy

95929
27.12.22 3:39:16

From Company : **Modi Reality Mallapur LLP**
5-4-187/3&3, II nd floor, Soham Mansion, MG Road, Secunderal
G S T No. : 36AAEFM1459R1ZP

Supplier Details			
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H.No. 1348, Pioneer Bazar, Bolarum, Secunderabad.	**Doc Date**	09-01-2023	
	Quote No	Nil	
GSTIN 36BBIPM8347N1ZW	**Quote Date**	07-01-2023	
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For ***Modi Reality Mallapur LLP***

Authorised Signatory

Name : ____________

Name : ____________

Accepted the above Terms And Conditions

For ***Mr. M. Sudarshan***

Date : __/__/____

Requisition Form							
Company Name:	MRMLLP	Date:	07.01.2023				
Site & Phase :	GMR	Time:	15:00				
Unit No./Block No.	F & G blocks lift ventilation purpose						
Supplier:		Req. No.	208715				
Material required before date:	urgent	ID No.	83263				
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date	
1	WIND9831-Windows-UPVC-Ventilator top hung – 600WX600Hmm-Nos 95929.	2	0	2			
2							
3							
4							
5							
6							
7							
8							
9							
10							
Remarks:	F & G blocks lift ventilation purpose						
	Engineer	Project Manager		Purchase		MD	
Prepared By:	Nagendar 7674962386	Ram Prasad					
Approved By:							
Sign & Date:	07.01.2023						

APPROVED
09 JAN 2023
P. VENKATESHWARLU
MANAGER PURCHASE