Form for closure of purchase order

PO no.:	96456	PO date:	25/01/23	Req. no.:	208802	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:	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, 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 10:29:55 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			
Ganji Venkannah & sons (Asian Paints)	**Doc No**	96456	208802
#5-5-97/2, Ganji chambers, Ranigunj,Secunderabad-500003 A.P.India.	**Doc Date**	25-01-2023	
	Quote No	Nil	
GSTIN 36AABFG9288K1ZT 040-40146505	**Quote Date**	24-01-2023	
27710339,27719935,277807357	**SupplyType**	Supply	

Kind Attn : Mr.Ganji Ashok

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	417700 - PAEN-Paints - Enamel-Blue color- - 4Ltrs - Can	1.00	1,110.00	0.00	18.00	1,309.80
2	164600 - PABR-Paints - Brush-- - 75MM - Nos	5.00	50.84	0.00	18.00	299.96
					Total Order Value . . .	**1,609.76**

Rupees : One Thousand Six Hundred Nine and Paise Seventy Six Only.

Terms and Conditions :-

Specification / Brand	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Next Working Day.
Delivery Location	Gulmohar Residency Survey No 19, Mallapur, Hyderabad. NExt to NFC Railway Over Bridge Phone. Contact: Security _______, 8309938133
Penality For Delay	Nil
Transportation Cost	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications.Above order for club house terrace down commer and water lining for F & G block 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 ***Modi Reality Mallapur LLP***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Ganji Venkannah & sons (Asian Paints)***

Name : ______________________ Name : ______________________ Date : __/__/____

Purchase Order

 25-01-2023 2:03:02 PM

96456
10.01.23 4:03:12

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

Ganji Venkannah & sons (Asian Paints)
#5-5-97/2, Ganji chambers, Ranigunj,Secunderabad-500003 A.P.India.

GSTIN 36AABFG9288K1ZT 040-40146505
27710339,27719935,277807357

Doc No	96456	208802
Doc Date	25-01-2023	
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Quote Date	24-01-2023	
SupplyType	Supply	

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For *Modi Reality Mallapur LLP*

Authorised Signatory

Name : ______________________

Accepted the above Terms And Conditions

For *Ganji Venkannah & sons (Asian Paints)*

Name : ______________________

Date : __/__/____

Requisition Form						
Company Name:	MRMLLP	Date	24-01-2023			
Site & Phase :	GMR	Time:	4:00			
Unit No./Block No.						
Supplier:		Req. No.	208802			
Material required before date:	URGENT	ID No.	83691			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	STEL1794-Steel-MS Threaded Nipple---20X100mm-Nos	40	0	40		
2	STEL3746-Steel-MS Flange-Table E--80DmmX4Holes-Nos	18	0	18		
3	STEL9628-Steel-MS Round Pipe B class-6mtrs--100mm-Nos	10	0	10		
4	STEL7963-Steel-MS Dummy Plate---100DX5mm-Nos	15	0	15		
5	STEL4462-Steel-MS Round Pipe B class-6mtrs--75mm-Nos	20	0	20		
6	STEL5103-Steel-MS Elbow---75mm-Nos	10	0	10		
7	PAIN7371-Paints-Enamel-Blue color--4Ltrs-Can	1	0	1		
8	PAIN9331-Paints-Enamel-Black -Asian Apcolite-4Ltrs-Can	1	0	1		
9	PAIN8548-Paints-Red Oxide Primer-- Asian-1Ltr-Can 1646	6	0	6		
10	PAIN7452-Paints-Brush---75mm-Nos	5	0	5		
Remarks:	club house terrace down commer and water lineing for f&g block work purpose at gmr site 96456					
	Engineer	Project Manager		Purchase		MD
Prepared By:	sultan ali 9652492010	ram prasad				
Approved By:						
Sign & Date:						