Form for closure of purchase order

PO no.:	97720	PO date:	02/03/23	Req. no.:	209064	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 delivered. 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:	Sign:	Date:
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: 21/4/23
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: Material not received, so close this P.O		
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

08-04-2023 17:04:54

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) #5-5-97/2, Ganji chambers, Ranigunj,Secunderabad-500003 A.P.India.	**Doc No**	97720	209064
	Doc Date	02-03-2023	
GSTIN 36AABFG9288K1ZT 040-40146505	**Quote No**	Nil	
27710339,27719935,277807357	**Quote Date**	01-03-2023	
	SupplyType	Supply	

Kind Attn : Mr.Ganji Ashok

Purchase Order for the Supply of following Items.

	Item Name	**Qty**	**Rate**	**Dis%**	**GST**	**Amount**
1	164600 - PABR-Paints - Brush-- - 75MM - Nos	4.00	50.84	0.00	18.00	239.96
					Total Order Value . . .	**239.96**

Rupees : Two Hundred Thirty Nine and Paise Ninty Six Only.

Terms and Conditions :-

Specification /	All items shall be of Asian brand
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
Penality For Delay	Nil
Transportation	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 C-Block upper ground rain water link work purpose.
Completion Date	Nil
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 invoices must be sent to HO office or purchase site office. Proof of deli vary /DC can be sent by email.

For ***Modi Reality Mallapur LLP***

Authorised Signatory

Accepted the above Terms And Conditions

Purchase Order

 02-03-2023 10:10:07 AM Orig

97720
16.02.23 5:15:19

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			
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#5-5-97/2, Ganji chambers, Ranigunj,Secunderabad-500003 A.P.India.	**Doc Date**	02-03-2023	
	Quote No	Nil	
GSTIN 36AABFG9288K1ZT 040-40146505	**Quote Date**	01-03-2023	
27710339,27719935,277807357	**SupplyType**	Supply	

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For ***Modi Reality Mallapur LLP***

Authorised Signatory

Veerel

Accepted the above Terms And Conditions

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

Name : ______________________

Name : ______________________

Date : __/__/____

Contact - -

Requisition Form

Company Name:	MRMLLP	Date	1.03.23			
Site & Phase :		Time				
Unit No./Block No.	C-BLOCK					
Supplier:		Req. No.	209064			
Material required before date:		ID No.	84776			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	STEL9128-Steel-MS Round Pipe B class-6mtrs--150mm-Nos	10	0	10		
2	PAIN8548-Paints-Red Oxide Primer-- Asian-1Ltr-Can	8	0	8		
3	PAIN8788-Paints-Turpentine oil---1 ltr can-Nos 97720.	5	0	5		
4	PAIN7452-Paints-Brush---75mm-Nos	4	0	4		
5	HARD2027-Hardware-GI Threaded rob---10mmX2mtrs-Nos	20	0	20		
6						
7						
8						
9						
10						
Remarks:	C-block upper ground rain water link purpose at GMR site.					
	Engineer	Project Manager		Purchase		MD
Prepared By:	SK. goushee	Ramprasad				
Approved By:						
Sign & Date:						

APPROVED
02 MAR 2023
P. VENKATESHWARLU
MANAGER PURCHASE

APPROVED BY
01 MAR 2023
M. RAM PRASAD. (G.M.R.)
Project Manager