Form for closure of purchase order

PO no.: 95867	PO date: 07/01/23	Req. no.: 2086417	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: Rajyalaxmi	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: 24/04/23.

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
26 APR 2023
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

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From Company : **G Vivek Kumar**
Hyderabad
G S T No. : 36

Supplier Details			
NCL BUILDTEK LIMITED	**Doc No**	95867	208647
10-3-162, NCL Pearl, 5th floor, Opp: Hyderabad Bhavan, Near: Rail Nilayam, SD Road, East Maradepally, Secunderabad-500026.	**Doc Date**	07-01-2023	
	Quote No	NIL	
GSTIN 36AACCA9318G1ZQ	**Quote Date**	03-01-2023	
9866341912 9866341912	**SupplyType**	Supply	

Kind Attn : M. Raju/ Raj Kiran

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	342500 - PAWP-Paints - Wall Putty -Gypsum--NCL Altek - 30Kgs - bags	100.00	292.37	0.00	18.00	34,499.66
					Total Order Value . . .	**34,499.66**

Rupees : Thirty Four Thousand Four Hundred Ninty Nine and Paise Sixty Six Only.

Terms and Conditions :-

Specification / Brand	All items shall be of 'NCL' brand.
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	With in 2days
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	Included
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for G-Block all flats painting 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.

Accepted the above Terms And Conditions

For *G Vivek Kumar*

Authorised Signatory

For ***NCL BUILDTEK LIMITED***

Date : __/__/____

Name : ____________

Purchase Order

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95867
27.12.22 3:37:04

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

Supplier Details			
NCL BUILDTEK LIMITED	**Doc No**	95867	208646
10-3-162, NCL Pearl, 5th floor, Opp: Hyderabad Bhavan, Near: Rail Nilayam, SD Road, East Maradepally, Secunderabad-500026.	**Doc Date**	07-01-2023	
	Quote No	NIL	
GSTIN 36AACCA9318G1ZQ	**Quote Date**	03-01-2023	
9866341912 9866341912	**SupplyType**	Supply	

Kind Attn : M. Raju/ Raj Kiran

Purchase Order for the Supply of following Items.

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Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for G-Block all flats painting 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

Name : Veera/

Accepted the above Terms And Conditions

For ***NCL BUILDTEK LIMITED***

Name : ____________

Date : __/__/____

Requisition Form						
Company Name:	G. Vivek kumar	Date:	03.01.23			
Site & Phase :	Gulmohar Residency	Time:	12:00			
Flat/Block no.	F					
Supplier:		Req. No.	208647			
Material required before date:	urgent	ID No.	83078			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	PAWP3425-Paints -Wall Putty -Gypsum--NCL Altek-30Kgs-bags 95867	100	0	100		
2	95581 212.37					
3						
4						
5						
6						
7						
8						
9						
10						
Remarks:	Towards G block all flats painting work					
	Engineer	Project Manager Ram Prasad		Purchase		MD
Prepared By:	Nagendar- 7674962386					
Approved By:						
Sign & Date:	03.01.23					

Nagendar

APPROVED BY
03 JAN 2023
M. RAM PRASAD (G.M.P.)

APPROVED
07 JAN 2023
P. VENKATESHWARLU
MANAGER PURCHASE