Form for closure of purchase order

PO no.:	98319	PO date:	20/01/23	Req. no.:	208761	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: 21/4/23

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: Matl not received so close this P.O (Advance not paid)

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			
Sree Ramakrishna Engineering Company	**Doc No**	96319	208761
H no- 5-528/10, Mirza complex, Hill street, Ranjgunj, Secunderabad-500003	**Doc Date**	20-01-2023	
	Quote No	Nil	
GSTIN 36BELPB0230B2ZC	**Quote Date**	17-01-2023	
040-27712689 9000022212	**SupplyType**	Supply	

Kind Attn : I Ravi Kiran

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	355400 - PLUM-Plumbing - Dewatering self priming monoblock pump Three Phas - 2HP - Nos *Single Phase (delivery size 2inches)*	1.00	18,840.00	30.00	18.00	15,561.84
					Total Order Value . . .	**15,561.84**

Rupees : Fifteen Thousand Five Hundred Sixty One and Paise Eighty Four Only.

Terms and Conditions :-

Specification / Brand	As per details given in the quotation.
Payment Terms	100% advance
Tax	Inclusive of all taxes
Delivery Date	Within 2-3 days
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	15,562/-By RTGS/NEFT
Other Terms	We reserve the right to reject items not conforming to quality and specifications.Above order for site gardening 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 *Sree Ramakrishna Engineering Company*

Name : ____________________ Name : ____________________ Date : __/__/____

Purchase Order

 20-01-2023 2:49:12 PM

96319
10.01.23 4:03:11

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			
Sree Ramakrishna Engineering Company	**Doc No**	96319	208761
H no- 5-528/10, Mirza complex, Hill street, Ranjgunj, Secunderabad-500003	**Doc Date**	20-01-2023	
	Quote No	Nil	
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For ***Modi Reality Mallapur LLP***

Authorised Signatory

Venkatesh [signature]

Name : ____________________

Accepted the above Terms And Conditions

For ***Sree Ramakrishna Engineering Company***

Name : ____________________ Date : __/__/____

Requisition Form

Company Name:	MODI REALTY MALLAPUR LLP	Date:	17.01.23
Site & Phase :	GULMOHAR RESIDENCY	Time:	05:30
Supplier		Req. No.	208761
Material required before date:	Urgent	ID No.	83527

No	Description	Size	Quantity	Units	Inward No	Date
1.	Gi pipe × 1020 15%	20mm	30	mts		
2	Gi elbow 59.80 30%	20mm	20	No's		
3	Cpvc ball valve 96319	20mm	15	No's		
4	Hdpe saddle 116.40 40%	40x20mm	20	No's		
5	2hp mono block inline pump	-	1	No's		
6						
7						
8						
9						
10						
11						

Remarks: For site gardening purpose at gmr site

Prepared By	Sultan ali	Approved by	M.Ram prasad
Sign.& Date	17.01.23	Sign. & Date	

Note:

APPROVED BY
17 JAN 2023

APPROVED
18 JAN 2023
P. VENKATESHWARLU
MANAGER PURCHASE