

Form for closure of purchase order

PO no.: 95986	PO date: 9/01/23	Req. no.: 208697	Advice Scan ID
Barcoded PO available ☒ Y/ ☐ N	Invoice original available ☒ Y/ ☐ N	Copy available ☒ Y/ ☐ N	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 re-ordered.			
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. Jarake	Sign: AJ	Date: 10/4/23	
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
1.			
2.			
3.			
Remarks by Accountants:			
Prepared by: Rajyalam	Sign: R	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
1.			
2.			
3.			
Remarks: Material not received. So P.O closed.			
Prepared by: Ravi	Sign: R	Date: 26/4/23	
Advice by MD - action to be taken.			
☐ Get certified bill from supplier (not original).		☐ Prepare bill in SSLP 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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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

Sunil Fastners
5-5-201/E, B.S Complex, Ranigunj, Secunderabad-500003

GSTIN 36ACMPY8582F1ZR

9397044443

9397044443

Doc No 95986 208697**Doc Date** 09-01-2023**Quote No** nil**Quote Date** 07-01-2023**SupplyType** Supply**Kind Attn : Y.Sunil Kumar**

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 927900 - HARD-Hardware - GI U Clamps+Nut+Washer-- - 50X8MM - Nos	40.00	15.00	0.00	18.00	708.00
Total Order Value . . .					708.00
Rupees : Seven Hundred Eight Only.					

Terms and Conditions :-**Specification / Brand** As per details given in the quotation.**Payment Terms** After Delivery & Production of bill**Tax** Inclusive of all taxes**Delivery Date** Next Working Day.

Delivery Location Gulmohar Residency
Survey No 19, Mallapur, Hyderabad. NExt to NFC Railway Over Bridge
Phone. Contact: Security _____, 8309938133

Penalty For Delay Nil**Transportation Cost** Extra.**Warranty** Nil**Advance Paid** NIL**Other Terms** We reserve the right to reject items not conforming to quality and specifications.Above order for site curing,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 **Sunil Fastners**

Name : _____

Name : _____

Date : __/__/__

Purchase Order

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11-01-2023 11:45:37 AM



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

95986
27.12.22 3:50:42

Supplier Details

Sunil Fastners
5-5-201/E, B.S Complex, Ranigunj, Secunderabad-500003

GSTIN 36ACMPY8582F1ZR

9397044443

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For **Modi Reality Mallapur LLP**

Authorised Signatory

[Handwritten Signature]

Accepted the above Terms And Conditions

For **Sunil Fastners**

Name : _____

Name : _____

Date : __/__/__

Requisition Form		Date:	07-01-2023
Company Name: MRM LLP		Time:	12:56
Site & Phase : GMR			
Unit No./Block No. misc		Req. No.	208697
Supplier:			
Material required before date: urgent		ID No.	83281
S No	Item	Qty required	Qty available at site
1	PLUM3796-Plumbing-HDPE pipe--40mm-Mtrs	200	200
2	HARD4597-Hardware-GI U C Clamps+Nut+Washer--50X8mm-Nos	40	40
3	PLUN9211-Plumbing-Brass-Non Return Valve--50mm-Nos	2	2
4			
5			
6			
7			
8			
9			
10			
Remarks: For site curing, gardening purpose at gmr site			
Engineer		Project Manager	Purchase
Prepared By: sultan ali		ram prasad	
Approved By: 			
Sign & Date:			
		09 JAN 2023	