Form for closure of purchase order

PO no.:	97552	PO date:	25/02/23	Req. no.:	1209041	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 the 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. Janaki	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	Cr. given to supplier
1.				
2.				
3.				

Remarks by Accountants:		
Prepared by:	Sign:	Date:
Notes: 1. POs/WOs issued for turnkey works - may have been processed by E&D. Check before filling the above.		
Prepared by: Rajyalakshmi	Sign:	Date: 21/4/23
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 PO closed.		
Prepared by: Ravi	Sign:	Date: 26/4/23.
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

 08-04-2023 17:07:02 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	**Doc No**	97552	209041
5-5-201/E, B.S Complex, Ranigunj, Secunderabad-500003	**Doc Date**	25-02-2023	
	Quote No	nil	
GSTIN 36ACMPY8582F1ZR	**Quote Date**	24-02-2023	
9397044443 9397044443	**SupplyType**	Supply	

Kind Attn : Y.Sunil Kumar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	666100 - HARD-Hardware - Anchor bolt -Bolt Type- - 10x62.50mm - Nos	800.00	8.50	0.00	18.00	8,024.00
					Total Order Value . . .	**8,024.00**

Rupees : Eight Thousand Twenty Four Only.

Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	100% Advance payment
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	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	NA
Other Terms	We reserve the right items not confirming to quality and specifications.Above order for solnoid valve connection work purpose.
Completion Date	NA
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 invoice must be sent to HO Office or Purchase site office.Proof of dellvery/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

 25-02-2023 2:34:58 PM Origin:

97552
16.02.23 5:15:17

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	**Doc No**	97552	209041
5-5-201/E, B.S Complex, Ranigunj, Secunderabad-500003	**Doc Date**	25-02-2023	
	Quote No	nil	
GSTIN 36ACMPY8582F1ZR	**Quote Date**	24-02-2023	
9397044443 9397044443	**SupplyType**	Supply	

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Penality For Delay	Nil
Transportation	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	NA
Other Terms	We reserve the right items not confirming to quality and specifications.Above order for solnoid valve connection work purpose.
Completion Date	NA
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 invoice 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

Veeranjaneyulu

Name : ______________

Contact - -

Accepted the above Terms And Conditions

For ***Sunil Fastners***

Name : ______________

Date : __/__/____

Requisition Form						
Company Name:	MRM LLP	Date:	24.02.23			
Site & Phase :	GMR	Time:	12:39			
Unit No./Block No.	misc					
Supplier:		Req. No.	209041			
Material required before date:	urgent	ID No.	84623			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	PLUM1031-Plumbing-CPVC-Male Adaptor Brass threaded--40mm-Nos 1129. 665.10. 427.	16		16		
2	PLUM1907-Plumbing-CPVC-Long bend--32mm-Nos	10		10		
3	PLUM7972-Plumbing-CPVC Ball valve---32mm-Nos	10		10		
4	GENE1944-General Items-Teflon tapes----Nos 97552	40		40		
5	PLUM8370-Plumbing-CPVC Tee---32mm-Nos	10		10		
6	PLUM9574-Plumbing-CPVC End cap---32mm-Nos	12		12		
7	PLUM7780-Plumbing-CPVC End cap---40mm-Nos	12		12		
8	PLUM1447-Plumbing-CPVC Solution---500gms-Nos	2		2		
9	HARD2439-Hardware-Anchor bolt -Pin Type--10x62.50mm-Nos	800		800		
10						
Remarks:	Towards solnoid valve connection purpose at gmr site.					
	Engineer	Project Manager	Purchase		MD	
Prepared By:	sultan ali					
Approved By:						
Sign & Date:	24.02.23					

APPROVED BY
M.R...

APPROVED
25 FEB 2023
P. VENKATESHWARLU
MANAGER PURCHASE