Form for closure of purchase order

PO no.:	91419	PO date:	1/9/22	Req. no.:	182141	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	111607, 111797, 111798, 111951, 111952, 111953, 112775, 112852, 113980.

☑ 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: Brick reports enclosed. close Po. Balance material 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. Sravani	Sign: Sravani	Date: 10/3/23

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.	068	22/9/22	39900	30-9-2022
2.	067	22/9/22	25000	30-9-2022
3.	074	19/10/22	26600	31-10-2022
	085	21-11-22	15200	7-12-2022
	086	21-11-22	5000	7-12-2022

Remarks by Accountants:

Prepared by: K. Ashok	Sign: K. ASHOK	Date: 21/03/2023

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: Close the Po & balance Matls not required.

Prepared by: Ravi	Sign:	Date: 21/3/23

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
23 MAR 2023
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

 09-02-2023 10:26:01 Original / Office Copy / Purchase Div.Copy

From Company : **Modi Realty Pocharam LLP**
5-4-183/3&4, II nd Floor, Soham Mansion, MG Road, Secunderabad-500003
G S T No. : 36ABIFM1836H1Z7

Supplier Details			
Sri Sai Vishal Enterprises	**Doc No**	91419	182141
12-13-167,Street no 17, Tarnaka, Medchal, Malkajgiri, Tellangana-500017.	**Doc Date**	01-09-2022	
	Quote No	Nil	
GSTIN 36ACZPL1512H1ZF	**Quote Date**	29-08-2022	
9391029193 9391029193	**SupplyType**	Supply	

Kind Attn : Akula Lakshmi

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	869600 - BUIL-Building Material - Solid Block-- - 150mmX200mmX400mm - Nos	3,000.00	38.00	0.00	0.00	114,000.00
2	872500 - BUIL-Building Material - Hollow Block-- - 100mmX200mmX400mm - Nos	1,200.00	25.00	0.00	0.00	30,000.00
					Total Order Value . . .	**144,000.00**

Rupees : One Lakh(s) Fourty Four Thousand Only.

Terms and Conditions :-

Specification / Brand	Items shall be of 25kgs approx.Strength minimum 30kgs/cm2, QC report a must!
Payment Terms	Within 30 days of delivery of all materials & production of bill.
Tax	All taxes included in above price.
Delivery Date	As per request of Project Manager
Delivery Location	Nilgiri Heights pocharam Phone. .9849497484
Penality For Delay	Bills must be submitted to H.O. within 30days of supply of material. 10% plty on value of order will be deducted for delay in submission of bills.
Transportation Cost	Included in the above price.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right items not confirming to qlty & specs. Breakage in your account. Above order for A-Lower & Upper basement lift and staire brick and Labour quarters 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 Realty Pocharam LLP***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Sri Sai Vishal Enterprises***

Date : / /

Topic.	Part material received details for Solid blocks.								Prepayed by:	Ravi	
Company:	MRLLP								Date:	10-Mar-23	
Project:	NGH										
					18		GST				
Sl. No.	PO no.	Item Dicription	Size	PO Quantity	Price	PO Value	Received Quantity	Received Qty Amount	Balance Quantity	Units	Balance Qty Amont
1	91419	Solid Blocks	150x200x400mm	3,000	38	1,14,000.00	2,150	81,700.00	850	No's	32,300.00
2	91419	Hollow Blocks	100x200x400mm	1,200	25	30,000.00	1,200	30,000.00	-	No's	-
Total				4,200		1,44,000.00	3,350	1,11,700.00	850		32,300.00

21/3/23.

Internal memo no. 903/35/A
Annexure -D
Cement Blocks – Weekly Delivery Report

Company/ firm:	MRP LLP	Requisition nos.:	182141	Total PO quantity:	3000
Project:	NGH	PO No.	91419 (solid bricks)	Quantity delivered in earlier period:	1750
Block /Flat / Villa no.:	Block A	Total material delivered	No	Quantity delivered during week:	400
Supplier:	Sri Sai Vishal Enterprises	Close PO:	Yes	Balance quantity to be delivered:	850
Sign of security	Mishra	Sign of Admin		Sign of Project manager	
Date :	30/10/22	Date :	30/10/22	Date :	

Details of solid blocks – delivered in earlier period.

S No	Date	Time	Block Size & type	Quantity delivered	DC No.	Inward no.	MRN No.
1.	09.09.22	11:05	6" x 8" x 16"	350	138	1131	111607
2.	15.09.2022	11:00	6" x 8" x 16"	350	149	11781	111798
3.	19.09.22	12:00	6"x8"x16"	350	153	11820	111953
4.	14.10.22	12:00	6" x 8" x 16"	350	178	11970	112775
5.	17.10.22	13:00	6" x 8" x 16"	350	179	11971	112852
			Total	1750			

Details of solid blocks – delivered during the week.

S No	Date	Time	Block Size & type	Quantity delivered	DC No.	Inward no.	MRN No.
1.	27.10.22	13:20	6" x 8" x 16"	400	190	11996	113179
2.							
			Total	400			

Remarks:

Note: 1. Report to be emailed to purchase@modiprpertiies.com and report-audit@modiproperties.com every Saturday. 2. Maintain original along with delivery challans along with photos at site. 3. Report must have totals calculated. 4. Specify block size and block type (solid / hollow). 5. Total quantity and delivered quantity includes all types of blocks. 6. One running report must be made per PO.

Internal memo no. 903/35/A
Annexure -D
Cement Blocks – Weekly Delivery Report

Company/ firm:	MRP LLP	Requisition nos.:	182141	Total PO quantity:	1200
Project:	NGH	PO No.	91419 (Hallow bricks)	Quantity delivered in earlier period:	1000
Block /Flat / Villa no.:	Block A	Total material delivered	Yes	Quantity delivered during week:	200
Supplier:	Sri Sai Vishal Enterprises	Close PO:	Yes	Balance quantity to be delivered:	nil
Sign of security		Sign of Admin		Sign of Project manager	
Date :	30/10/22	Date :	30/10/22	Date :	

Details of solid blocks – **delivered in earlier period**.

S No	Date	Time	Block Size & type	Quantity delivered	DC No.	Inward no.	MRN No.
1.	16.09.22	11:00	4"x8"x16" (hollow brick)	500	151	11789	111951
2.	20.09.22	11:50	4"x8"x16" (hollow brick)	500	154	11821	111952
			Total	1000			

Details of solid blocks – **delivered during the week**.

S No	Date	Time	Block Size & type	Quantity delivered	DC No.	Inward no.	MRN No.
2.	27.10.22	15:00	4"x8"x16" (hollow brick)	200	189	11995	113180
3.							
			Total	200			

Remarks:

Note 1. Report to be emailed to purchase@modiprpertiess.com and report-audit@modiproperties.com every Saturday. 2. Maintain original along with delivery challans along with photos at site. 3. Report must have totals calculated 4. Specify block size and block type (solid / hollow). 5. Total quantity and delivered quantity includes all types of blocks. 6. One running report must be made per PO.

Estimate

 29-08-2022 15:12:14 Original

91419
17.08.22 12:59:52

From Company : **Modi Realty Pocharam LLP**
5-4-183/3&4, II nd Floor, Soham Mansion, MG Road, Secunderabad-500003
G S T No. : 36ABIFM1836H1Z7

Supplier Details

Sri Sai Vishal Enterprises
12-13-167,Street no 17, Tarnaka, Medchal, Malkajgiri, Tellangana-500017.

GSTIN 36ACZPL1512H1ZF
9391029193 9391029193

Doc No	91419	182141
Doc Date	29-08-2022	
Quote No	Nil	
Quote Date	29-08-2022	
SupplyType	Supply	

Kind Attn : Akula Lakshmi

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Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right items not confirming to qlty & specs. Breakage in your account. Above order for A-Lower & Upper basement lift and staire brick and Labour quarters 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 MDs APPROVAL
- [x] High Value/quantity beyond limits.
- [ ] Po/Req. processed-post approval.
- [ ] Approval for technical details/clarification
- [ ] Replenishing SSLLP stock
- [ ] Other

APPROVED BY
- 1 SEP 2022
SOHAM MODI
MANAGING DIRECTOR

part deliv received

For *Modi Realty Pocharam LLP*

Authorised Signatory

2/8

Name :

Accepted the above Terms And Conditions

For *Sri Sai Vishal Enterprises*

Name :

Date : __/__/____

Requisition Form						
Company Name:	MRPLLP	Date:	29-08-2022			
Site & Phase :	NGH	Time:				
Flat/Block no.	Lower and Upper Basement Lift and Staircase and Labour Quarters					
Supplier:		Req. No.	182141			
Material required before date:	31-08-2022	ID No.	79275			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	BUIL8696-Building Material-Solid Block---150MMX200MMX400MM-Nos	3000	0	3000		
	BUIL8725-Building Material-Hollow Block---100MMX200MMX400MM-Nos 28/-	1200	0	1200		
	91419					
Remarks:	Block - A - Lower & Upper Basement Lift and Staircase Brickwork and Labour Quarters Purpose					
	Engineer	Project Manager	Veerraju	Purchase		MD
Prepared By:	Vijay Raj					
Approved By:						
Sign & Date:	29-08-2022					

APPROVED
29 AUG 2022
P. VENKATESHWARLU
MANAGER PURCHASE