Form for closure of purchase order

PO no.: 91694	PO date: 7/09/22	Req. no.: 193744	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 this po		
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: Basaveshwari	Sign:	Date: 10/03/23

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: Rajyalakshmi	Sign:	Date: 14/03/23
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: cancel this po		
Prepared by: Ravi	Sign:	Date: 15/03/23

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
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

 17-09-2022 11:44:48 Copy

91694
01.09.22 10:54:26

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

Supplier Details			
G.P.Buildcon materials	**Doc No**	91694	193744
flat.no.G1, Saisrinivasa towers, Sri puri Colony, Kakaduda, secunderbad	**Doc Date**	07-09-2022	
	Quote No	nil	
GSTIN 36AIZPG8119P1Z9	**Quote Date**	30-08-2022	
9866116375	**SupplyType**	Supply	

Kind Attn : Mr.Pavan

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	592100 - TOOL-Tools - Hammer Drill Bit-- - 14x150mm - Nos	6.00	300.00	0.00	18.00	2,124.00
					Total Order Value . . .	**2,124.00**

Rupees : Two Thousand One Hundred Twenty Four Only.

Terms and Conditions :-

Specification / Brand	All items shall be of ___ brand/company
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Within _3__ days
Delivery Location	Gulmohar Residency Survey No 19, Mallapur, Hyderabad. NExt to NFC Railway Over Bridge Phone. Contact: Security _______, Admin 9502211011
Penality For Delay	Nil
Transportation Cost	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	nil
Other Terms	Payment will be made only after inspection of material.Above material for F-Block Flat No-3&4, plumbing line External work purpose.
Completion Date	NA
Measurment	NA
Security	Nil
Remarks	Original invoice +cpy of proof delivery is required to process invoice for payment. DO NOT send original invoice to site .original invoice must be sent HO office or purchase site office. proof of delivery/DC can be sent by email.

M.No taken
2
26/10

For ***Modi Reality Mallapur LLP***

Authorised Signatory

Name :

Contact - -

Accepted the above Terms And Conditions

For ***G.P.Buildcon materials***

Name : ____________________

Date : __/__/____

Requisition Form

Company Name:	MRMLLP		
Site & Phase :	GMR	Date:	30-08-2022
Flat/Block no.	F-Block flat.no 3&4 External work purpose	Time:	
Supplier:			
Material required before date:	Urgent	Req. No.	193744
		ID No.	79337

S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	HARD6207-Hardware-Channel Bracket---62.50Wx300MM-Nos	60	0	60		
2	HARD1262-Hardware-Channel Bracket---62.50Wx600HMM-Nos	60	0	60		
3	HARD1657-Hardware-GI U Clamp+Nut+Washer---100x8MM-Nos	60	0	60		
4	HARD5698-Hardware-GI U Clamp+Nut+Washer---75x8MM-Nos	40	0	40		
5	HARD6912-Hardware-GI U Clamp+Nut+Washer---32x8MM-Nos	30	0	30		
6	HARD9633-Hardware-GI U Clamp+Nut+Washer---25x8MM-Nos	40	0	40		
7	HARD3137-Hardware-GI U Clamp+Nut+Washer---20x8MM-Nos	60	0	60		
8	HARD3495-Hardware-Anchor bolt -Bolt Type--8x50MM-Nos	200	0	200		
9	TOOL5921-Tools-Hammer Drill Bit---14x150MM-Nos	6	0	6		
10	HARD6418-Hardware-Hacksaw blade Double----Boxes	2	0	2		
Remarks:	TowardsF-Block flat.no 3&4 plumbling line External work purpose at Gmr site.					

48 + 18%
80 + 18%, 85 + 18%
17.50 + 18%
17 + 18%
91639
13 + 18%
10
11 + 18%
9.50
10 + 18%
3 + 18%
91694
Bosch make

	Engineer	Project Manager	Purchase	MD
Prepared By:	Gosika Rajesh	Ram Prasad		
Approved By:				
Sign & Date:		2022		

APPROVED
13 SEP 2022
P. PRABHAKAR
Sr. MANAGER PURCHASE

Company Name:	MRMLLP	Date:	27.09.2022			
Site & Phase :	GMR	Time:	10:00			
Unit No./Block No.	C-block Flat No: 3&4 duct.					
Supplier:		Req. No.	193935			
Material required before date:	30.09.2022	ID No.	80095			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	HARD6207-Hardware-Channel Bracket---62.50Wx300MM-Nos 48+18%	40	0	40		
2	HARD1262-Hardware-Channel Bracket---62.50Wx600HMM-Nos 85+18%	40	0	40		
3	HARD1657-Hardware-GI U Clamp+Nut+Washer---100x8MM-Nos 12.50+18%	60	0	60		
4	HARD5698-Hardware-GI U Clamp+Nut+Washer---75x8MM-Nos 15+18%	40	0	40		
5	HARD6912-Hardware-GI U Clamp+Nut+Washer---32x8MM-Nos 12+18%	15	0	15		
6	HARD9633-Hardware-GI U Clamp+Nut+Washer---25x8MM-Nos 10+18%	20	0	20		
7	HARD3137-Hardware-GI U Clamp+Nut+Washer---20x8MM-Nos 9+18%	30	0	30		
8	HARD6661-Hardware-Anchor bolt -Bolt Type--10x62.50MM-Nos 9.50+18%	100	0	100		
9	TOOL5921-Tools-Hammer Drill Bit---14x150MM-Nos	3	0	3		
10	HARD6418-Hardware-Hacksaw blade Double----Boxes 92515	1	0	1		
Remarks:	Towards C-block flat no 3&4 duct external plumbing lines work purpose at GMR site.					
	Engineer	Project Manager		Purchase		MD
Prepared By:	Madhan	Ramprasad				
Approved By:						
Sign & Date:						

92510

APPROVED BY
27 SEP 2022
M. RAM PRASAD (G.M.R.)
Project Manager

APPROVED
27 SEP 2022
P. PRABHAKAR
Sr. MANAGER PURCHASE