Form for closure of purchase order

PO no.: 92622	PO date: 7/10/22	Req. no.: 193936	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 P.O		
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
16 MAR 2023
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

 09-02-2023 10:21:16 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			
SFS Hardware	**Doc No**	92622	193936
30-26,III Floor,Plot no 36,Burhani Housing Society,RTC Colony,Tirumulgery,Secunderabad-15	**Doc Date**	07-10-2022	
	Quote No	NIL	
GSTIN 36BJJPG3515K1Z6	**Quote Date**	27-09-2022	
9550505717	**SupplyType**	Supply	

Kind Attn : Mr Khuzem

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	243900 - HARD-Hardware - Anchor bolt -Pin Type- - 8x75mm - Nos	100.00	14.00	0.00	18.00	1,652.00
					Total Order Value . . .	**1,652.00**

Rupees : One Thousand Six Hundred Fifty Two 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	Next Day.
Delivery Location	Gulmohar Residency Survey No 19, Mallapur, Hyderabad. NExt to NFC Railway Over Bridge Phone. Contact: Security _______, 8309938133
Penality For Delay	5% penalty for delay in delivery beyond due date.
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 B Block OHT and duct ladders work basement.
Completion Date	*NA*
Measurment	Nil
Security	Nil
Remarks	

For ***Modi Reality Mallapur LLP***
Authorised Signatory

Accepted the above Terms And Conditions
For ***SFS Hardware***

Name :

Name :

Date : / /

 07-10-2022 4:21:28 PM

Purchase Order

92622
03.10.22 5:34:56

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			
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30-26,III Floor,Plot no 36,Burhani Housing Society,RTC Colony,Tirumulgery,Secunderabad-15	**Doc Date**	07-10-2022	
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Security	Nil
Remarks	

M. [illegible] 26/10

For *Modi Reality Mallapur LLP*

Authorised Signatory

Name :

Accepted the above Terms And Conditions

For *SFS Hardware*

Name : ______________

Date : __/__/____

MRM LLP	Date:	27.09.22			
GMR	Time:	12:00			
B-Block OHT and Duct ladders					
	Req. No.	193936			
Urgent	ID No.	80087			
Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
STEL6320-Steel-MS L Angle-6mtrs--50x50x6MM-Nos 9220	10	0	10	— 11 Kgs	Per Length - 70/900
STEL7524-Steel-MS-Round pipe-C class-Jindal-32X6000MM-Nos 92621	12	0	12	— 13 Kgs	" - 71/900
STEL2028-Steel-MS L Angle-6mtrs--25X25X6MM-Nos	5	0	5	— 27 Kgs	" - 71/900
HARD2439-Hardware-Anchor bolt -Pin Type--8x75MM-Nos → SFS Hard. 92622	100	0	100		
For B Block OHT and Duct ladders work purpose					
Engineer	Project Manager		Purchase		MD
Rajashekar					

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

APPROVED
27 SEP 2022
P. PRABHAKAR
Sr. MANAGER PURCHASE