Form for closure of purchase order

PO no.: 91673	PO date: 7/09/22	Req. no.: 193773	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 11:01:10 AM 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			
Summit Sales LLP 5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc No**	91673	193773
	Doc Date	07-09-2022	
	Quote No	NIL	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	06-09-2022	
040-66335551 9618244433	**SupplyType**	Supply	

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	623900 - STEL-Steel - MS Powder coated Grill-- - 750X600mm - Nos *5.7Kgs per Pc*	10.00	798.00	0.00	18.00	9,416.40
2	368700 - STEL-Steel - MS Grill-- - 900WX1200HMM - Nos *11.8kgs per pc*	5.00	1,652.00	0.00	18.00	9,746.80
3	507200 - STEL-Steel - MS Grill-- - 1200WX1200Hmm - Nos *16 kgs per pc*	5.00	2,240.00	0.00	18.00	13,216.00
4	6188 - Miscellaneous - Hamali charges - NA - Per Sft	190.00	7.00	0.00	18.00	1,569.40
				Total Order Value . . .		**33,948.60**

Rupees : Thirty Three Thousand Nine Hundred Fourty Eight and Paise Sixty Only.

Terms and Conditions :-

Specification / Brand	All MS flat pattis should be 3/4 - 6mm & 10 mm thickness sq.rod. Fabrication, grinding & powder coating should be of good quality. Above rates approved by M.D. vide circular no. 831(b), dtd.10/06/2016 and accepted by contractor.
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	As per request of Project Manager - Delivery in 2 weeks.
Delivery Location	Gulmohar Residency Survey No 19, Mallapur, Hyderabad. NExt to NFC Railway Over Bridge Phone. Contact: Security _______, 8309938133
Penality For Delay	Nil
Transportation Cost	Included in the above price.
Warranty	1 year on workmanship
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for F block flat no-502, 503, 504, 601, 602 .purpose.
Completion Date	Work shall be completed within 20days from the date of the work order.
Measurment	Payment will be made as per measurement of laid and fixed material. Wastage at suppliers cost.
Security	Supplier shall be responsible for security and storage of material at site at its risk and cost.
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 ***Summit Sales LLP***

Name : ____________________ Name : ____________________ Date : __/__/____

Purchase Order

 08-09-2022 4:30:42 PM

91673
01.09.22 10:54:25

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

Supplier Details

Summit Sales LLP
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad

GSTIN 36ACQFS2044C1Z7
040-66335551 9618244433

Doc No	91673	193773
Doc Date	07-09-2022	
Quote No	NIL	
Quote Date	06-09-2022	
SupplyType	Supply	

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	623900 - STEL-Steel - MS Powder coated Grill-- - 750X600mm - Nos *5.7Kgs per Pc*	10.00	798.00	0.00	18.00	9,416.40
2	368700 - STEL-Steel - MS Grill-- - 900WX1200HMM - Nos *11.8kgs per pc*	5.00	1,652.00	0.00	18.00	9,746.80
3	507200 - STEL-Steel - MS Grill-- - 1200WX1200Hmm - Nos *16 kgs per pc*	5.00	2,240.00	0.00	18.00	13,216.00
4	6188 - Miscellaneous - Hamali charges - NA - Per Sft	190.00	7.00	0.00	18.00	1,569.40
					Total Order Value . . .	**33,948.60**

Rupees : Thirty Three Thousand Nine Hundred Fourty Eight and Paise Sixty Only.

Terms and Conditions :-

Specification /	All MS flat pattis should be 3/4 - 6mm & 10 mm thickness sq.rod. Fabrication, grinding & powder coating should be of good quality. Above rates approved by M.D. vide circular no. 831(b), dtd.10/06/2016 and accepted by contractor.
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	As per request of Project Manager - Delivery in 2 weeks.
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	Included in the above price.
Warranty	1 year on workmanship
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for F block flat no-502, 503, 504, 601, 602 .purpose.
Completion Date	Work shall be completed within 20days from the date of the work order.
Measurment	Payment will be made as per measurement of laid and fixed material. Wastage at suppliers cost.
Security	Supplier shall be responsible for security and storage of material at site at its risk and cost.
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

Name : ____________

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ____________

Date : / /

Requisition Form							
Company Name:	MRMLLP	Date:	06.09.2022				
Site & Phase :	GMR	Time:	11:00				
Flat/Block no.	F-Block flat.no-502,503,504,601,602	Req. No.	193773				
Supplier:		ID No.	79474				
Material required before date:	Urgent						
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date	+18%
1	STEL6239-Steel-MS Grill---750X600MM-Nos 2 1/2' x 2' 5.7Kgs Per Pc	10	0	10	798/ Per Pc		
2	STEL3687-Steel-MS Grill---900WX1200HMM-Nos 3' x 4' 11.8Kgs Per Pc	5	0	5	1652/- Per Pc		
3	STEL5072-Steel-MS Grill---1200WX1200HMM-Nos 4' x 4' 16.0Kgs Per Pc	5	0	5	2240/- Per Pc		
4	✓ Misc Grills. → 190 sft	7/- +18%					
5	91673						
6							
7							
8	140/- Per Kg.						
9							
10							
Remarks:	Towards F-Block flat.no-502,503,504,601,602						
	Engineer	Project Manager		Purchase		MD	
Prepared By:	Gosika Rajesh	Ram Prasad					
Approved By:							
Sign & Date:		2022					

APPROVED
08 SEP 2022
P. PRABHAKAR
Sr. MANAGER PURCHASE

Form for closure of purchase order

PO no.: 95205	PO date: 20/12/22	Req. no.: 208524	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

 21-12-2022 3:07:11 PM

95205
13.12.22 4:23:05

Copy

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

Supplier Details			
SFS Hardware	**Doc No**	95205	208524
30-26,III Floor,Plot no 36,Burhani Housing Society,RTC Colony,Tirumulgery,Secunderabad-15	**Doc Date**	20-12-2022	
	Quote No	nil	
GSTIN 36BJJPG3515K1Z6	**Quote Date**	17-12-2022	
9550505717	**SupplyType**	Supply	

Kind Attn : Mr Khuzem

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	311200 - HARD-Hardware - Anchor bolt -Pin Type- - 10x62.50mm - Nos	50.00	10.50	0.00	18.00	619.50
2	349500 - HARD-Hardware - Anchor bolt -Bolt Type- - 8x50mm - Nos	50.00	8.11	0.00	18.00	478.49
3	126800 - HARD-Hardware - GI Nut with Bolt-- - 15.8X50MM - Nos	60.00	20.00	0.00	18.00	1,416.00
4	396100 - HARD-Hardware - GI Nut with Bolt-- - 15.8X100MM - Nos	25.00	26.00	0.00	0.00	650.00
					Total Order Value . . .	**3,163.99**

Rupees : Three Thousand One Hundred Sixty Three and Paise Ninty Nine Only.

Terms and Conditions :-

Specification /	All items shall be of brand/company
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Next 3 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	NIL
Other Terms	Payment will be made only after inspection of material.Above order for F-block fire safety equipement 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 invoices must be send to HO office. Proof of delivery /DC can be sent by email.

For ***Modi Reality Mallapur LLP***

Authorised Signatory

Accepted the above Terms And Conditions

For ***SFS Hardware***

Requisition Form						
Company Name:	MRMLLP	Date:	17-12-2022			
Site & Phase :	GMR	Time:	13:10			
Unit No. Block No. F						
Supplier:		Req. No.	208524			
Material required before date:	urgent	ID No.	82623			
S.No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	HARD2385-Hardware-Anchor bolt -Bolt Type--8x50mm-Nos 95 206	50		50		
2	HARD5475-Hardware-Anchor bolt -Bolt Type--10x62.50mm-Nos	50		50		
3	HARD8075-Hardware-GI Nut with Bolt---15.8X50mm-Nos	60		60		
4	HARD3640-Hardware-GI Nut with Bolt---15.8X100mm-Nos	25		25		
5	MISC6575-Miscellaneous-Pressure Guage---0 to 10.5Kgs-Nos	1		1		
6	PAIN8548-Paints-Red Oxide Primer-- Asian-1Ltr-Can	5		5		
7	PLUM2886-Plumbing-Air Release Valve---20mm-Nos	2		2		
8						
9						
10						
Remarks	F block fire safety equipments for gmr site.					
	Engineer	Project Manager		Purchase		MD
Prepared By:	sultan ali	Ram Prasad				
Approved By:		19 DEC 2022				
Sign & Date						

APPROVED
MANAGER PURCHASE