Form for closure of purchase order

PO no.	96595	PO date	30/01/23	Req. no.:	20881	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: Part material received

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: Sk. Goshee | Sign: [signature] | Date: 09/05/23

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.	413	03-02-23	14986	yes
2.				
3.				
4.				

Remarks by Accountants:

Prepared by: Rajyalakshmi | Sign: [signature] | Date: 15-05-23

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: As per receipt of material all bills received, so po to be close.

Prepared by: Ravi | Sign: [signature] | Date: 15/5/23

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
15 MAY 2023
SOHAM MODI
MANAGING DIRECTOR

Topic:	Timer								Prepayed by:	SK.Goushee	
Company:	MRM LLP								Date:	10-May-23	
Project:	GMR										
				GST	18%						
Sl. No.	PO no.	Item Dicription	Size	PO Quantity	Price	PO Value	Received Quantity	Received Qty Amount	Balance Quantity	Units	Balance Qty Amont
1	96595	Timer	-	4	1,239	4,956.00	4	4,956.00	-	Nos	-
2	96595	Contactor	-	4	2,508	10,030.00	4	10,030.00	-	Nos	-
3	96595	Exhaust fan	-	7	3,186	22,302.00	-	-	7	Nos	22,302.00
4			-								-
5								-	-		-
6								-	-		-
								-	-		-
								-	-		-
Total				15		37,288.00	8	14,986.00	7		22,302.00

11/5/23

Remarks: Accounts to be reconciled with supplier. Get supplier's ledger.

 06.05.2023 09:56:56 Original / Office Copy / Purchase Div.Copy

Purchase Order

From Company : **Modi Reality Mallapur LLP**
5-4-187/3&3, II nd floor, Soham Mansion, MG Road, Secunderabad.
G S T No. : 36AAFFM1459R1ZP

Supplier Details

Elegant Enterprises
5-4-187/7/3,Karbala Maidan, M.G.Road, Secunderbad-500003.

GSTIN 36AJBPK0412E1ZY
66385358 9985113450/9885073880

Doc No	96595	208811
Doc Date	30-01-2023	
Quote No	Nil	
Quote Date	25-01-2023	
SupplyType	Supply	

Kind Attn : Mr.Gaurang Kadakia/Mahesh Kadakia

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 168400 - ELEC-Electrical - Timer--L&T - 32amps-3pole - Nos	4.00	1,050.00	0.00	18.00	4,956.00
2 308200 - ELEC-Electrical - Contactor-2phase-L&T - - - Nos	4.00	2,125.00	0.00	18.00	10,030.00
3 739000 - ELEC-Electrical - Exhaust Fan--Siracco - 225X225MM - Nos	7.00	2,700.00	0.00	18.00	22,302.00
			Total Order Value . . .		**37,288.00**

Rupees : Thirty Seven Thousand Two Hundred Eighty Eight Only.

Terms and Conditions :-

Specification / Brand	As per details given in the quotation.
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	Nil
Transportation Cost	Transport cost shall be borne by us.
Warranty	1 Year
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications.Above order for Club house 2nd floor toilets exhaust fan 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

Accepted the above Terms And Conditions
For ***Elegant Enterprises***

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

Purchase Order

 30-01-2023 3:47:23 PM

96595
28.01.23 12:54:52

Div.Copy

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

Supplier Details			
Elegant Enterprises	**Doc No**	96595	208811
5-4-187/7/3,Karbala Maidan, M.G.Road, Secunderbad-500003.	**Doc Date**	30-01-2023	
	Quote No	Nil	
GSTIN 36AJBPK0412E1ZY	**Quote Date**	25-01-2023	
66385358 9985113450/9885073880	**SupplyType**	Supply	

Kind Attn : Mr.Gaurang Kadakia/Mahesh Kadakia

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	168400 - ELEC-Electrical - Timer--L&T - 32amps-3pole - Nos	4.00	1,050.00	0.00	18.00	4,956.00
2	308200 - ELEC-Electrical - Contactor-2phase-L&T - - - Nos	4.00	2,125.00	0.00	18.00	10,030.00
3	739000 - ELEC-Electrical - Exhaust Fan--Siracco - 225X225MM - Nos	7.00	2,700.00	0.00	18.00	22,302.00
					Total Order Value . . .	**37,288.00**

Rupees : Thirty Seven Thousand Two Hundred Eighty Eight Only.

PART DELIVERY DETAILS

S.no.	Bill no.	Bill Dt.	Amount
1.	0413	03/02/23	14986.20
2.			
3.			
4.			
5.			

Terms and Conditions :-

Specification / As per details given in the quotation.

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 Nil

Transportation Transport cost shall be borne by us.

Warranty 1 Year

Advance Paid Nil

Other Terms We reserve the right to reject items not conforming to quality and specifications.Above order for Club house 2nd floor toilets exchaust fan 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

Veeru

Name : ______________

Accepted the above Terms And Conditions
For *Elegant Enterprises*

Name : ______________

Date : __/__/____

Requisition Form							
Company Name:	MRMLLP						
Site & Phase :	GMR						
Unit No./Block No	club house	Date:	25-01-2023				
Supplier:		Time:					
Material required before date:							
S No	Item	Req. No.	208811				
		ID No.	83735				
	96595	Qty required	Qty available at site	Order Qty	Inward No	Inward Date	
1	ELEC9835-Electrical-Timer--L&T-32amps 3pole-Nos	4					
2	ELEC2564-Electrical-Contactor-2phase-L&T--Nos	4					
3	ELEC7209-Electrical-Fiber Box--GSJB2014-225X150X125mm-Nos	7					
4	ELEC8619-Electrical-Exhaust Fan--Siracco-225X225mm-Nos [Ceiling mounted]	7					
5							
6							
7							
8							
9							
10							
Remarks:	club house 2nd floor toilets exhaust fan purpose						
	Engineer						
Prepared By:	G. Bhagath (8143458387).						
Approved By:		Project Manager	Purchase		MD		
Sign & Date:			APPROVED 27 JAN 2023 P. VENKATESHWARLU MANAGER PURCHASE				