Admin-Audit Division
Form for closure of purchase order - Manual

PO no.: 76909	PO date: 4/5/21	Req. no.: 68966	Advice Scan ID
Barcoded PO available	□ Y/☑N	Invoice available original □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: Total material received, (MRN not done at site)

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. Goushee Sign: Date: 2/12/23

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: 17,275 Date of payment:

Details of part bill received:

Sl. No.	Bill no.	Bill date	Bill amount	Cr. given to supplier
1.				
2.				
3.				
4.				

Remarks by Accountants:

Prepared by: Rajyalakshmi Sign: Date: 2/12/23

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.	C 1219/21-22	04/05/2021	17,275/-	—
2.				
3.				
4.				
5.				

Remarks: Certified true copy's received from vendor, Need MD's approval for close PO.

Prepared by: Ravi Sign: Date: 02/12/2023

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
02 DEC 2023
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

 28-11-2023 11:15:44 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.
T I N No. : 36AAEFM1459R1ZP

Supplier Details			
Vensai Global PVT LTD	**Doc No**	76909	68966
Plot no. 386, Road No. 81, Jubli Hills, Hyderabad - 500033.	**Doc Date**	04-05-2021	
	Quote No	Nil	
	Quote Date	30-12-2020	
8886333362/9908639744	**SupplyType**	Supply	

Kind Attn : Mr. Somesh. D

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	VAT%	Amount
1	6204 - Miscellaneous - PVC False Ceiling - NA - Rft *White Colour - FX-14 - 10' length x 10" width - 40nos*	400.00	31.00	0.00	18.00	14,632.00
2	6205 - Miscellaneous - U Clamp Patti - NA - Rft *10' - 28nos*	280.00	8.00	0.00	18.00	2,643.20
				Total Order Value . . .		**17,275.20**

Rupees : Seventeen Thousand Two Hundred Seventy Five and Paise Twenty Only.

Terms and Conditions :-

Specification / Brand	As per details given in the quotation dt. 30/12/2020.
Payment Terms	100% as advance at the time of delivery of all materials.
Tax	All taxes included in above price.
Delivery Date	Within 2days
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	Nil
Advance Paid	Rs. 17,275/- to be pay vide cheque no. , dt.
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for Model flats B- 101,102,103,106, 107 & 108 bathrooms purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For *Modi Reality Mallapur LLP* Accepted the above Terms And Conditions

Authorised Signatory For ***Vensai Global PVT LTD***

Name : ____________ Name : ____________ Date : __/__/____

REGISTER

Inward No.	Date	Time	Supplier	Item Description	Item Size	Quantity	Units	DC No.	Vehicle No.	Delivered by	Received by	Engineer's Signature	Signature
				(13) Rubber lubricant	800 gr	05	No's	14412	TS10UA 0143	Shekar	Anif	Madhy	
				(14) Hacksaw blade		36	"						
				(15) Bombay Nails	2 1/2	06	"						
3095	03/4/21	16:30	Summit Sales Corp. DC No - 16019/6880	(1) Wood screws	38x8mm	05	No's	14413	-/-	-/-	Anif	Madhy	
				(2) Fischer	6mm	05	"						
3096	"	16:30	Summit Sales Corp. DC No 16011/6880	(1) King Binder		05	No's	14414	-/-	-/-	Anif	Madhy	
				(2) Measuring Tape	5 mts	02	"						
3097	"	16:30	Venkataramana Stationery DC No - 75810/6885	(1) Fruit packing Cur		06	No's	010	-/-	-/-	Anif	Madhy	
3098	04/4/21	9:33	Hestia Summit Sales	(1) Stained Concrete Greige	600x1200	183	Box's	12448 00151	AP 36 V 5533	Pauly	Anif	Sirish	
				(2) Stained Concrete Beige	600x1200	325	"						
				(3) Urban Wood Light	200x1200	227	"						
				(4) Urban Wood Naturals	200x1200	327	"						
3099	06/4/21	11:13	Vensai Global	(1) Fx-14 (100SFT)	1'x10'	400	SFT	C134	TS13UA 1289	Pauly	Anif	Sirish	
				(2) Profiles		280	Pcs						
4000	"	14:20	SVK Pumps & Allied	(1) Cutter pump	5 HP	01	No's	65	TS10UA 0143	Shekar	Anif	Sirish	
				(2) Kess pump	3 HP	01	"						
4001	"	14:20	Summit Sales Corp. DC No - 76132/6889	(1) CPVC Pipe	20mm	75	No's	14428	-/-	-/-	Anif	Sirish	
				(2) CPVC Elbow	3/4	200	"						
				(3) CPVC Tee	3/4	50	"						
				(4) CPVC Reducer Tee	3/4x1/2	20	"						
				(5) CPVC Reducer Elbow	3/4x1/2	110	"						
				(6) CPVC Solution		05	"						
				(7) CPVC Coupling	3/4	20	"						
				(8) CPVC Reducer FTA	3/4x1/2	30	"						
				(9) Bombay Nails	2 1/2	05	"						
				(10) Threaded end plug	1/2	200	"						

Tax Invoice

VENSAI GLOBAL PVT.LTD PLOT.NO.318,ROAD.NO.79, RAMA NAIDU STUDIO ROAD,FILM NAGAR, JUBILEE HILLS, Hyderabad, Telangana, 500033 PH NO-8886333362/8886333347 GSTIN/UIN: 36AAFCV8055L1ZR State Name : Telangana, Code : 36 CIN: U74999TG2017PTC115750 E-Mail : somesh@vensaigroup.com	Invoice No. **CI219/2021-22**	Dated **4-May-21**
	Delivery Note	Mode/Terms of Payment
	Reference No. & Date.	Other References
Buyer (Bill to) **M/S.MODI REALTY MALLAPUR LLP** 5-4-187/3 AND 4, 2ND FLOOR, SOHAM MANTION, M G ROAD, SECUNDERABAD, Hyderabad, Telangana, 500003 PH NO-9305358701 State Name : Telangana, Code : 36	Dispatch Doc No. 76909	Delivery Note Date
	Dispatched through	Destination
	Terms of Delivery **MALLAPUR**	

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Amount
1	**FX-14 1' X 9' (90 SFT)** *4*	39189090	**400 SFT**	31.00	SFT	**12,400.00**
2	**PROFILES** *C 28*	39189090	**280 Feet**	8.00	Feet	**2,240.00**
						14,640.00
	CGST@9%			9	%	**1,317.60**
						15,957.60
	SGST@9%			9	%	**1,317.60**
	Total					**₹ 17,275.20**

Amount Chargeable (in words) *E. & O.E*

INR Seventeen Thousand Two Hundred Seventy Five and Twenty paise Only

HSN/SAC	Taxable Value	CGST		SGST/UTGST		Total Tax Amount
		Rate	Amount	Rate	Amount	
39189090	14,640.00	9%	1,317.60	9%	1,317.60	2,635.20
Total	**14,640.00**		**1,317.60**		**1,317.60**	**2,635.20**

Tax Amount (in words) : **INR Two Thousand Six Hundred Thirty Five and Twenty paise Only**

"TRUE COPY"

Company's PAN : **AAFCV8055L**

Declaration
1.Goods Ones Sold Will not Be taken back
2.Damages After Dispatch Will Not Be Consider

Customer's Seal and Signature

for VENSAI GLOBAL PVT .LTD

Authorised Signatory

This is a Computer Generated Invoice