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

PO no.:	83422	PO date:	08/12/2021	Req. no.:	187984	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

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. Gooshee 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: 69,053/- 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: Rajyalaxmi 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.	C12431/21-22	16-02-22	69053/-	103828
2.				
3.				
4.				
5.				

Remarks: Certified true copy received From Vendor, Need MD 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

GENERAL MATERIAL INWARD REGISTER

Inward No.	Date	Time	Supplier	Item Company	Item Desc.	Item Size	Quantity	Units	D.C.No	P.O. No	Vehicle No.	Delivered by	Received by	Engineer's Signature
7665	16/2/22	16.40	SSCP	① Multistrand wire	1/18 (yellow)	90mm	02	Bundle	18926	85702	TS-10	Akbar	Jowa	
				② -do-	1/18 (Black)	90mm	02				UB 3172			
				③ -do-	1/18 (Green)	90mm	02							
				④ -do-	3/20 (yellow)	90mm	02							
				⑤ -do-	3/20 (Black)	90mm	02							
				⑥ DIB	Board	3 phase	01	NO						
7666-S	16/2/22	16:00	Vidyasagar	① Designer False Ceiling G Block 503					134	94667	Auto	Vidyasagar		
7666	-	17:00	Balaji Hardware	① Blue Sheet		18'x26'	05	No's	5592	-	By Bike	Naresh	Jowa	
7667	-	17:10	Conex	Infra ①	RMC	M-20	07	CUM	269		TS-08 UE 5556	Pavan	Jowa	
7668	-	18:10	Conex	Infra ①	RMC	M-20	07	CUM	270	-	TS-08 UE 5333	-do-	Jowa	
7669	-	18:15	Versa	Global ①	PVC Sheet's	1'x10'	146	No's	12621	83622	TS-08	-do-	Jowa	
				②	Profiles		1100	Feet			UB 2645			
7670	-	18:15	MPL		① Vitrified Tiles	2'x2'	60	Box's	6359	-	AP-36 X 6289	Naresh	Jowa	
7671	17/2/22	9:30	Sri Anjaney Steel	①	MS Round pipe	1.9mm	10	No's	1391	85658	AP-28 TQ 6851	Pavan	Jowa	

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**	83422	187984
Plot no. 386, Road No. 81, Jubli Hills, Hyderabad - 500033.	**Doc Date**	08-12-2021	
	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	6205 - Miscellaneous - U Clamp Patti - NA - Rft *10' - 110 nos*	1,100.00	10.00	0.00	18.00	12,980.00
2	6204 - Miscellaneous - PVC False Ceiling - NA - Rft *144 nos - 10' length x 1' - White Colour*	1,440.00	33.00	0.00	18.00	56,073.60
				Total Order Value . . .		**69,053.60**

Rupees : Sixty Nine Thousand Fifty Three and Paise Sixty Only.

Terms and Conditions :-

Specification / Brand	As per details given in the quotation dt. 31/08/2021
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	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	Rs. 69,054/- 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 B block flat no. 505,506,507,508,601,602 & 603 bathrooms purpose.
Completion Date	Nil
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 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 ***Vensai Global PVT LTD***

Name : ______________

Name : ______________

Date : __/__/____

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. e-Way Bill No. CI2431/2021-22 1914 3749 7676	Dated **16-Feb-22**
	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.	Delivery Note Date
	Dispatched through	Destination
	Bill of Lading/LR-RR No.	Motor Vehicle No. **TS08UB2645**
	Terms of Delivery	

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Amount
1	**102 1'X10' (87-24 GR)** *144 PCS*	39189090	**1,440 SFT**	33.00	SFT	**47,520.00**
2	**PROFILES** *C 110*	39189090	**1,100 Feet**	10.00	Feet	**11,000.00**
						58,520.00
	CGST@9%			9	%	**5,266.80**
						63,786.80
	SGST@9%			9	%	**5,266.80**
	Total					**₹ 69,053.60**

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

INR Sixty Nine Thousand Fifty Three and Sixty paise Only

HSN/SAC	Taxable Value	CGST		SGST/UTGST		Total Tax Amount
		Rate	Amount	Rate	Amount	
39189090	58,520.00	9%	5,266.80	9%	5,266.80	10,533.60
Total	**58,520.00**		**5,266.80**		**5,266.80**	**10,533.60**

Tax Amount (in words) : **INR Ten Thousand Five Hundred Thirty Three and Sixty 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