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

PO no.:	83920	PO date:	27/12/21	Req. no.:	92586	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: 101587

□ 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 Ghoshe Sign: Date: 4/12/23

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: 18,010 Date of payment: 20-12-2024

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: Sign: Date: 4/12/23

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.	175	29/12/2024	18000/-	101587
2.				
3.				
4.				
5.				

Remarks: certified true copy's received From vendor, Need MD approval For close PO.

Prepared by: Ravi Sign: Date: 04/12/2023

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:

Purchase Order

 04-12-2023 12:59:17 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			
Shanmukha Lite Weight Brick Industries H.no. 504, Nagaram, Keesara Mandal, Beside Icom Company, Keesara, Medchal, Hyderabad - 500083 **GSTIN** 0 9676133699	**Doc No**	83920	192586
	Doc Date	27-12-2021	
	Quote No	Nil	
	Quote Date	06-08-2021	
	SupplyType	Supply	

Kind Attn : Mr. Y. Ravi Kumar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	IGST	Amount
1	1054 - Building material - CLC Block - 4in X 8 in X 24 in - Nos	500.00	36.00	0.00	0.00	18,000.00
					Total Order Value . . .	**18,000.00**

Rupees : Eighteen Thousand Only.

Terms and Conditions :-

Specification /	Items shall be of 4.5 - 4.8N/M3 approx.Strength minimum QC report a must!
Payment Terms	100% as advance at the time of delivery of all materials.
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	Bills must be submitted to H.O. within 30days of supply of material. 10% plty on value of order will be deducted for delay in submission of bills.
Transportation	Included in the above price.
Warranty	Nil
Advance Paid	Rs. 18,000/- advance to be pay vide cheque no. , dtd.
Other Terms	We reserve the right items not confirming to qlty & specs. Breakage in your account. Above order for F block elevation work 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

Name : _____

Accepted the above Terms And Conditions

For ***Shanmukha Lite Weight Brick Industries***

Name : _____

Date : __/__/____

Cement Blocks – Weekly Delivery Report

Company/ firm:	Modi Realty Mallapur LLP	Requisition nos.:	187586	Total PO quantity:	500
Project:	Gulmohar Residency	PO No(s).	83920	Quantity delivered in earlier period:	
Block /Flat / Villa no.:	For f-block elevation work purpose	Total material delivered	yes	Quantity delivered during week:	550
Supplier:	Shanmukha lite weight bricks industries	Close PO:	yes	Balance quantity to be delivered:	
Sign of security	Laxman	Sign of Admin	Deepak	Sign of Project manager	
Date	04/1/22	Date		Date	04/01/22

Details of solid blocks – delivered in earlier period.

S No	Date	Time	Block Size & type	Quantity delivered	DC No.	Inward no.	MRN No.
1.							
2.							

Details of solid blocks – delivered during the week.

S No	Date	Time	Block Size & type	Quantity delivered	DC No.	Inward no.	MRN No.
1.	29.12.21	02:00	28"X8"X4"	500	175	7077	101587
2.							
				500			

Note: 1. Report to be sent to HO every Saturday with delivery challans of this week with photos. 2. Report must have totals calculated. 3. Specify block size and block type (solid / hollow). 4. Total quantity and delivered quantity includes all types of blocks.

GSTIN : ~~36AHBPR9148J4ZU~~ 36AGFPY1359K1ZT

TAX INVOICE

Cell : 9676133699
6302879575

SHANMUKHA LITE WEIGHT BRICK INDUSTRIES

Manufacturers of Nano Lite CLC Bricks

Sy. No. 138, Kundanpally, Rampally 'X' Road, Keesara Mandal, Medchal Dist. - 501 301.

Name : Modi Realty Mallapur LLP

Address : IInd floor, Sahasra Mansion, M.G. Road Secbad

Buyer' GST No. : 36AAEFM1459R1ZP

PO NO 83920

Invoice No. : 175

Invoice Date : 29/12/2021

Vehicle No. : AP29W1449

Sl. No.	DESCRIPTION OF GOODS	HSN Code	Quantity	Rate	AMOUNT
1	CLC Blocks ("24x8x4")	—	500 / 1	34.20 / 1	17,100.00
				CGST 2.5 %	450/-
				SGST 2.5 %	450/-
				GRAND TOTAL	18000.00

INWARD
MODI REALTY MALLAPUR LLP
Ward No 7077 Dt 29/12/21
GRN No 101587 Dt 03/01/22
Received By.... Sign....

Rupees in words : Eighteen thousand only

TERMS & CONDITIONS : E.&O.E.

- Goods once sold will not be taken back or exchanged.
- Once the Invoice is created we can't change the Invoice.

For Shanmukha Lite Weight Brick Industries

Authorised Signature