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

PO no.:	89027	PO date:	8/6/22	Req. no.:	193301	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	108543	
□ 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. Goushee	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: 63000	Date of payment: 10-6-22

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: 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.	007	11-06-2022	63000/-	108543
2.				
3.				
4.				
5.				

Remarks: Certified true copy's received from vendor, Need MD's 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:

Form for closure of purchase order dt 09-03-23 ver5.docx

Purchase Order

 04-12-2023 15:55:00

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	**Doc No**	89027	193301
H.no. 504, Nagaram, Keesara Mandal, Beside Icom Company, Keesara, Medchal, Hyderabad - 500083	**Doc Date**	08-06-2022	
GSTIN 0	**Quote No**	Nil	
	Quote Date	07-06-2022	
9676133699	**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	1,500.00	42.00	0.00	0.00	63,000.00
					Total Order Value . . .	**63,000.00**

Rupees : Sixty Three 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	Within 2days.
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. 63,000/- 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 G-Block flat No 1 & 2 exteranl elevation 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 ***Shanmukha Lite Weight Brick Industries***

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

Cement Blocks – Weekly Delivery Report

Company/ firm:	Modi Reality Mallapur LLP	Requisition nos.:	193301	Total PO quantity:	1500
Project:	Gulmohar Residency	PO No(s).	89027	Quantity delivered in earlier period:	-
Block /Flat / Villa no.:	G- Block flat no 1&2 external elevation purpose.	Total material delivered	YES	Quantity delivered during week:	1500
Supplier:	SHANMUKHA LITE WEIGHT BRICKS	Close PO:	YES	Balance quantity to be delivered:	NILL
Sign of security		Sign of Admin		Sign of Project manager	
Date	17/07/22	Date	17/07/22	Date	

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.	16.06.22	10:00	4"x8"x24"	1500	007	8582	108543
2.							
	TOTAL			1500			

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.

14!54

GSTIN : ~~36AHBPR9180120~~ 36AGFPY1359K2ZT   **TAX INVOICE**   Cell : 9676133699, 6302879575

SHANMUKHA LITE WEIGHT BRICK INDUSTRIES

Manufacturers of Nano Lite CLC Bricks

Sy No. 136, Kundanpally, Rampally 'X' Road, Keesara Mandal, Medchal Dist. - 501 301

Name: Modi Reality Mallapur LLP
Address: Sahara Mansion, Secunderabad.
Buyer' GST No.: 36AAEFM1459R1ZP

Invoice No.: 007
Invoice Date: 11-06-2022
Vehicle No.: AP29W1449
DOC No: 89027

Sl. No.	DESCRIPTION OF GOODS	HSN Code	Quantity	Rate	AMOUNT
1	AAC (CLC) Blocks (600×200×100) (24×8×4)	—	1500 Nos	37.50	56,250=00
	Shanmukha Lite weight Bricks A/c No-130711100002519 IFSCode-UBIN0813079		CGST	6%	3,375=00
			SGST	6%	3,375=00
			GRAND TOTAL		63,000=00

INWARD
MODI REALTY MALLAPUR LLP
Inward No 8582 Dt. 16/06/22
MRN No 108543 Dt. 16/06/22
Received By [signature] Dt. 16/06/22

Rupees in words: Sixty three thousand only.

TERMS & CONDITIONS:
- Goods once sold will not be taken back or exchanged.
- Once the invoice is created we can't change the invoice.

E & O E   For Shanmukha Lite Weight Brick Industries

[signature]
Authorised Signature

INWARD
MODI REALTY MALLAPUR LLP
Inward No ____ Dt. ____
MRN No ____ Dt. ____
____ Sign. ____

"TRUE COPY"