Admin-Audit Division

Form for closure of purchase order - Manual

PO no.:	84971	PO date:	29/01/22	Req. no.:	192740	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	103633, 103765		
□ 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. Goushe	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: 54000	Date of payment: 15-2-2022

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: 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.	180	11-02-2022	36000/-	103633
2.	181	15-02-2022	18000/-	103765
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:

Purchase Order

 04-12-2023 15:55:00 Original / Office Copy / Purchase Div.Copy

rom 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**	84971	192740
H.no. 504, Nagaram, Keesara Mandal, Beside Icom Company, Keesara, Medchal, Hyderabad - 500083	**Doc Date**	29-01-2022	
	Quote No	Nil	
GSTIN 0	**Quote Date**	06-08-2021	
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	36.00	0.00	0.00	54,000.00
					Total Order Value . . .	**54,000.00**

Rupees : Fifty Four 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. 54,000/- advance to be pay vide cheque no. , dtd.
Other Terms	We reserve the right items not confirming to qty & specs. Breakage in your account. Above order for D block 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 Realty Mallapur LLP	Requisition nos.:	192740	Total PO quantity:	1500
Project:	Gulmohar Residency	PO No(s).	84971	Quantity delivered in earlier period:	1000
Block /Flat / Villa no.:	For D-block elevation work purpose	Total material delivered	yes	Quantity delivered during week:	500
Supplier:	Shanmukha lite weight bricks Industies	Close PO:	yes	Balance quantity to be delivered:	-
Sign of security	Haran	Sign of Admin	Deeks	Sign of Project manager	
Date		Date		Date	22/02/22

Details of solid blocks – delivered in earlier period.

S No	Date	Time	Block Size & type	Quantity delivered	DC No.	Inward no.	MRN No.
1.	11.02.22	12:30	4"x8"x24"	1000	180	7586	103633
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.	15.02.22	11:30	4"x8"x24"	500	181	7624	103765
2.							
				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.

GSTIN : ~~36AHBPR9148J1ZU~~ 36AGPY1359K2Z **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 Reality Mallapur LLP
Address : II nd floor Sohom mansion M.G. Road Secunderabad.
Buyer' GST No. : 36AAEFM1459R1ZP

Invoice No. : 180
Invoice Date : 11-02-2022
Vehicle No. : AP29W1449
P.O.No – 84971

Sl. No	DESCRIPTION OF GOODS	HSN Code	Quantity	Rate	AMOUNT
1	CLC Blocks (600x200x100)	—	1000	34.20	34,200
			CGST 2.5%		900/-
			SGST 2.5%		900/-
			GRAND TOTAL		36000/-

INWARD
MODI REALTY MALLAPUR LLP
Inward No 7586 Dt. 12/02/22
GRN No 103633 Dt. 14/02/22
Sign.....

Rupees in words : Thirty Six thousands

E.&O.E.

TERMS & CONDITIONS :

- 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

"TRUE COPY"

GSTIN : [illegible]
36AGFPY1359K22,

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 Reality Mallapur LLP
Address : 5-4-187/3&3, IInd floor
Soham Mansion M.G. Road Secbad
Buyer' GST No. : 36AAEFM1459K1ZP

PO NO: 84971
Invoice No. : 181
Invoice Date : 15/02/2022
Vehicle No. : AP29 W 1449.

Sl. No.	DESCRIPTION OF GOODS	HSN Code	Quantity	Rate	AMOUNT
1	CLC Blocks (600x200x100)	—	580	34.20	17,100/-
			CGST 2.5 %		450
			SGST 2.5 %		450
			GRAND TOTAL		18000/-

INWARD
MODI REALTY MALLAPUR LLP
Ward No 7624 Dt. 15/2/22
MRN No 03765 Dt. 16/2/22
Received By Soma... Sign..... 15/02/22

Rupees in words Eighteen thousand only

E.&O.E

TERMS & CONDITIONS :

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- Once the Invoice is created we can't change the invoice.

For Shanmukha Lite Weight Brick Industries

Authorised Signature

"TRUE COPY"