

Form for closure of purchase order

Data required from site/engineers:					
PO no.:	82970			PO date:	25/11/21
Req. no.:	164170			Req. date:	22/11/21
Material received	☐ Part ☐ Full (will)			MRN nos.:	
If material partially delivered then can balance material be ordered by new requisition/PO	☒ No further material required and PO can be closed. ☐ No material cannot be ordered by new PO. ☐ PO can be closed and balance material can be ordered by new requisition.			Can PO be closed?	☒ Yes ☐ No
Remarks by engineer: — cancel —					
(Material not received, then cancel the PO)					
Notes: 1. Provide details of material received by way of separate attachment. 2. Provide hardcopy of DCs/proof of delivery + PO. 3. Provide copies of invoices if available. 4. This entire set to be sent by way of hard copy to Ashaiya.					
Prepared by	Sign	Date	Project manager	Sign	Date
Sidwani	(Signature)	4/3/22	T. MATH	Nailay	4/3/22
Data required from accounts:					
Are any bills received wrt to this PO.			☐ Yes for full PO ☐ Yes for part of PO ☒ No.		
Scan ID nos. of advice for credit to supplier					
Remarks by Accountants:					
Notes: 1. Accountants to attach hard copy of purchase voucher.					
Prepared by	Sign	Date	Accounts manager (approval required for PO more than 10k)	Sign	Date
	(Signature)	5-3-22			
Action taken by purchase:					
Status of PO			☐ PO closed and email sent to supplier. ☐ PO open material awaited.		
Status of proof of delivery:			☐ Proof of delivery received. ☐ Proof of delivery not available with site or purchase.		
Original barcoded PO available			☐ Yes ☐ No – certified copy received from accounts.		
Original bill available			☐ Yes ☐ No – certified copy obtained from supplier.		
Supplier's ledger available			☐ Yes ☐ No		
Advice for credit to supplier			☐ Prepared for entire PO ☐ Part of PO and PO closed. ☐ Prepared for part of PO and balance material awaited.		
Remarks by purchase:					
Prepared by	Sign	Date	Purchase manager	Sign	Date
				nnn	
Notes: 1. Purchase to attach hard copies of 'advice for credit to supplier'. 2. In case advice for payment to supplier cannot be prepared (material not delivered or other reasons) attach this note to original PO, original requisition, original bill and proof of delivery and send to MD.					

Purchase Order

27-11-2021 15:42:10

Original / Office Copy / Purchase Div.Copy

Company : **G V Reserch Centers Pvt Ltd**

5-4-187/3&4, II nd Floor, Soham Mansion, MG Road, Secunderabad-500003

G S T No. : 36AAHCG4562D1ZP

Supplier Details

Summit Sales LLP

5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad

GSTIN 36ACQFS2044C1Z7

040-66335551

9618244433

Doc No

82970

164170

Doc Date

25-11-2021

Quote No

Nil

Quote Date

14-07-2021

SupplyType

Supply

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 8185 - Steel - other - MS Railing - NA - Sft 9'7" x 28" - 15 nos	336.61	230.00	0.00	18.00	91,355.95
2 6188 - Miscellaneous - Hamali charges - NA - Per Sft	336.61	0.60	0.00	18.00	238.32
Total Order Value . . .					91,594.27

Rupees : Ninty One Thousand Five Hundred Ninty Four and Paise Twenty Seven Only.

Terms and Conditions :-**Specification / Brand** Fabrication, grinding & powder coating should be of good quality. Above rates approved by M.D. on dt. 14/07/2021.**Payment Terms** After Delivery & Production of bill**Tax** All taxes included in above price.**Delivery Date** Within 6days.**Delivery Location** Innopolis

Sy no-542, Genome Valley, Thurkapally, Hyderabad, Telangana

Phone. Mr. Sanjay - 9502288244

Penalty For Delay Nil**Transportation Cost** Included in the above price.**Warranty** 1 year on workmanship**Advance Paid** Nil**Other Terms** We reserve the right to reject items not conforming to quality and specifications. Above order for site compound wall purpose.**Completion Date** Work to be completed in 4days. Penalty of 5% of order value per week shall be levied for delay.**Measurment** Payment will be made as per measurement of laid and fixed material. Wastage at suppliers cost.**Security** Supplier shall be responsible for security and storage of material at site at its risk and cost.**Remarks** This po should be make at sovllp by our fabricator.For **G V Reserch Centers Pvt Ltd**

Authorised Signatory

Accepted the above Terms And Conditions

For **Summit Sales LLP**

Name : _____

Name : _____

Date : __/__/__

Purchase Order

Page(s) 1 Of 1

25-11-2021 16:35:49



82970

23.11.21 11:49:58

From Company : **G V Reserch Centers Pvt Ltd**
5-4-187/3&4, II nd Floor, Soham Mansion, MG Road, Secunderabad-500003
G S T No. : 36AAHCG4562D1ZP

Supplier Details

Summit Sales LLP
5-4-187/3&4, II nd floor, Soham Mansion, MG Road, Secunderabad

GSTIN 36ACQFS2044C1Z7

040-66335551

9618244433

Doc No	82970	164170
Doc Date	25-11-2021	
Quote No	Nil	
Quote Date	14-07-2021	
SupplyType	Supply	

Kind Attn : Hamendra, Prabhakar

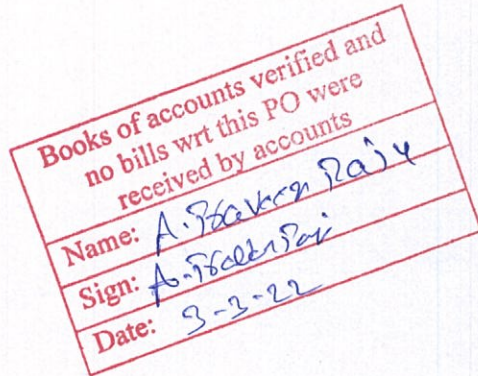
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Transportation Cost	Included in the above price.
Warranty	1 year on workmanship
Advance Paid	Nil
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Remarks	This po should be make at sovllp by our fabricator.



Po cancelled

For **G V Reserch Centers Pvt Ltd**

Authorised Signatory

Name : _____

Name : _____

Date : ____/____/____

Accepted the above Terms And Conditions

For **Summit Sales LLP**

Requisition Form

Company Name:		GV Research Centers Pvt Ltd		Date:		22.11.2021	
Site & Phase :		Innopolis		Time:		11:30	
Supplier				Req. No.		164170	
Material required before date:				ID No.		71396	
No	Description	Size	Quantity	Units	Inward No	Date	
1.	Railings 9.59 x 2.34	9'7"x28"	15	No's			
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
Remarks: Towards out side of site..							
Prepared By :		Sridevi		Approved by		Mr.Ramesh reddy	
Sign.& Date :		22.11.2021		Sign. & Date		22.11.2021	

Note:

For MDs APPROVAL

- ☐ High Value/quantity beyond limits.
- ☐ Po/Req. processed-post approval.
- ☐ Approval for technical details/clarification.
- ☐ Replenishing SSSLP stock
- ☒ Other

