

Form for closure of purchase order

Data required from site/engineers:			
PO no.:	83752	PO date:	18/12/21
Req. no.:	13430	Req. date:	13/12/21
Material received	<input type="checkbox"/> Part <input checked="" type="checkbox"/> Full	MRN nos.:	
If material partially delivered then can balance material be ordered by new requisition/PO	<input checked="" type="checkbox"/> No further material required and PO can be closed. <input checked="" type="checkbox"/> No material cannot be ordered by new PO. <input checked="" type="checkbox"/> PO can be closed and balance material can be ordered by new requisition.	Can PO be closed?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Remarks by engineer: Local purchase

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
J. Soundarya	[Signature]	4/3/22	Bharat Varun	[Signature]	04/03/2022

Data required from accounts:

Are any bills received wrt to this PO.	<input type="checkbox"/> Yes for full PO <input type="checkbox"/> Yes for part of PO <input checked="" type="checkbox"/> No.
Scan ID nos. of advice for credit to supplier	Bill not received
Remarks by Accountants:	Bill not received

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	<input type="checkbox"/> PO closed and email sent to supplier. <input type="checkbox"/> PO open material awaited.
Status of proof of delivery:	<input type="checkbox"/> Proof of delivery received. <input type="checkbox"/> Proof of delivery not available with site or purchase.
Original barcoded PO available	<input type="checkbox"/> Yes <input type="checkbox"/> No – certified copy received from accounts.
Original bill available	<input type="checkbox"/> Yes <input type="checkbox"/> No – certified copy obtained from supplier.
Supplier's ledger available	<input type="checkbox"/> Yes <input type="checkbox"/> No
Advice for credit to supplier	<input type="checkbox"/> Prepared for entire PO <input type="checkbox"/> Part of PO and PO closed. <input type="checkbox"/> 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.

PO - **CANCELLED**
h
5/3

Purchase Order

1 of 1

29-12-2021 13:16:55

Original / Office Copy / Purchase Div.Copy

Company : **G V Discovery Center Pvt Ltd**
5-4-187/3&4, II nd Floor, Soham Mansion ,MG Road, Secunderabad-50003
G S T No. : 36AAHCG4940K1ZC

Supplier Details

Sri Raja Rajeshwara Traders Shop No. 18, Hyderi complex, Ranigunj, Sec-Bad -500 003 GSTIN 36AEPPP5662Q1ZF 27718915. 276363915 9246363915	Doc No	83752	13430
	Doc Date	18-12-2021	
	Quote No	Nil	
	Quote Date	13-12-2021	
	SupplyType	Supply	

Kind Attn : Mr. Rajeshwar

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 10181 - Plumbing - PVC - Line End - NA - Nos Line Door	1.00	80.00	0.00	18.00	94.40
Total Order Value . . .					94.40

Rupees : Ninety Four and Paise Fourty Only.

Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
Delivery Date	Next Day.
Delivery Location	119, 191 Synergy Square 1 - Phone. -
Penalty For Delay	Nil
Transportation	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for Site use purpose
Completion Date	Nil
Measurement	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 invoice must be sent to HO office or purchase site office. Proof of delivery/DC can be sent by email

For **G V Discovery Center Pvt Ltd**

Authorised Signatory

Accepted the above Terms And Conditions

For **Sri Raja Rajeshwara Traders**

Purchase Order

Page(s) 1 Of 1

21-12-2021 1:04:55 PM

Orig



83752

15.12.21 11:28:55

From Company : **G V Discovery Center Pvt Ltd**
5-4-187/3&4, II nd Floor, Soham Mansion ,MG Road, Secunderabad-50003
G S T No. : 36AAHCG4940K1ZC

Supplier Details

Sri Raja Rajeshwara Traders
Shop No. 18, Hyderi complex, Ranigunj, Sec-Bad -500 003

Doc No 83752 13430

Doc Date 18-12-2021

Quote No Nil

Quote Date 13-12-2021

SupplyType Supply

GSTIN 36AEPPP5662Q1ZF 27718915.
276363915 9246363915

Kind Attn : **Mr. Rajeshwar**

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Phone. -

Penalty For Delay Nil

Transportation Transport cost shall be borne by us.

Warranty Nil

Advance Paid Nil

Other Terms We reserve the right to reject items not conforming to quality and specifications. Above order for Site use purpose

Completion Date Nil

Measurement 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 invoice must be sent to HO office or purchase site office. Proof of delivery/DC can be sent by email

Books of accounts verified and
no bills wrt this PO were
received by accounts
Name: Sangeetha
Sign: Sangeetha
Date: 26/12/21

CANCELLED

For **G V Discovery Center Pvt Ltd**

Authorised Signatory

Name : _____

Accepted the above Terms And Conditions

For **Sri Raja Rajeshwara Traders**

Name : _____

Date : ___/___/___

Requisition Form

1551

Company Name:		G. V. Discovery Center		Date:	13.12.2021	
Site & Phase :		SYNERGY 119.191		Time:	11:00 Hrs	
				Req. No.	13430	
Material required before date:			Urgent	ID No.	72026	
No	Description	Size	Quantity	Units	Inward No	Date
1	Digital tape	std → 6/11	01	nos	83692	13.12.2021
2	Line dori	std	01	nos	83752	
3						
4						
5						
Remarks: For site use purpose.						
Prepared By:		Vineetha reddy		Approved by		K. Narsing rao
Sign. & Date		13.12.2021		Sign. & Date		13.12.2021

Note: On receipt of material at site write inward number and date in last 2 columns.

Vineetha Reddy

APPROVED BY
13 DEC 2021
PROJECT MANAGER
G.V.D.C.

APPROVED
13 DEC 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE