Form for closure of purchase order

Data required from site/engineers:					
PO no.:	83081			PO date:	29/11/21
Req. no.:	13418			Req. date:	26/11/21
Material received		□ Part ☑ Full		MRN nos.:	102108
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:	full material Recieved.				
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 Varur	[signature]	04/03/2022
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			97645		
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.					

Close - PO

APPROVED BY
05 MAR 2022
SOHAM MODI
MANAGING DIRECTOR

DELIVERY CHALLAN

Summit Sales LLP

#5-4-187/3 & 4, II Floor, Soham Mansion, M.G.Road, Secunderabad - 500003

Email: purchase@modiproperties.com

GSTIN/UNI: 36ACQFS2044C1Z7

...r / Customer / Transporter - Copy

...ustomer Details

GV Discovery Center Pvt Ltd
119,191, Synergy Square1

GSTIN : 36AAHCG4940K1ZC

DC No.	18366
DC Date.	11-01-2022
PO No.	83081
PO Date.	29-11-2021
Req ID	71554
Req Date	26-11-2021
Loc Req No	13418

	Description of Goods	HSN/SAC	Qty
1	1012 - Building material - Polyster Fibres - 6mm - pkts	55022000	320
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			

INWARD

Inward No: 1080	Dt: 11/01/22
MRN No: 102006	Dt: 05.30
Received By:	Sign: Ranjan

Genome Valley Discovery Center Pvt.

for Summit Sales LLP

Authorised signatory

...bject to Hyderabad Jurisdiction

TAX INVOICE

Summit Sales LLP

#5-4-187/3 & 4, II Floor, Soham Mansion, M.G.Road, Secunderabad - 500003

Email: purchase@modiproperties.com

TRANSIT COPY

/ Customer / Transporter - Copy

PAN: ACQFS2044C GSTIN/UNI: 36ACQFS2044C1Z7

ustomer Details

GV Discovery Center Pvt Ltd

119,191, Synergy Square1

GSTIN : 36AAHCG4940K1ZC PAN AAHCG4940K

Invoice No.	21438
Invoice Date.	11-01-2022
PO No.	83081
PO Date.	29-11-2021
Req ID	71554
Req Date	26-11-2021
Loc Req No	13418

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	1012 - Building material - Polyster Fibres - 6mm -	55022000	320	40.00	12,800.00	18	2,304.00
	6 bags 04						
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

INWARD
Inward No: 1080 Dt: 11/01/22
MRN No: 102108 Dt: 05.30
Received By: Sign: Ranjan
Genome Valley Discovery Center Pvt. Ltd.

IGST	CGST	SGST				
			Total Taxable Amount	12,800.00		2,304.00
	1,152.00	1,152.00	Total Invoice Amount	15,104.00		

Rupees : Fifteen Thousand One Hundred Four Only.

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	12/02/22	Prepared by	Kavitha	Serial no.	...2276
Supplier name	Summit Sales LLP			HO inward no.	
Firm/Company	AV Discovery center	Project	GVDC	HO received date	
PO/WO date	29/11/21	PO/WO No.	83081	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	21438	11/01/22	15,104/-	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			15,104/-
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report			
MRN nos.:	102108	Proof of delivery matches MRN	☑ Yes ☐ No
Amount B – Other Credits : Transportation charges			–
Amount C – Other Debits :			–
Amount D (D=A+B-C) – Amount to be credited to the supplier:			15,104
Amount E – PO / WO value:			22,656/-
Amount F – Difference (A – E):			15,104/-
Quantity received as per PO /WO	☑ Yes ☐ Excess received ☐ Short received ☐ Part received		
Close PO / WO	☑ Yes ☐ No – wait for balance material ☐ Other		
Payment – due date	21/02/22		
Remarks:	– Final Bill –		

Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:	Kavitha	for Bhaskar			
Sign.	12/02/22				
Date					
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED
14 FEB 2022
B. PRABHAKAR
Sr. MANAGER PURCHASE

Notes: 1. In case amount to be credited to supplier and the PO/WO total does not match, accountants to prepare JV for debit or credit. 2. This set should only have 5 documents i.e., advice to credit to supplier, original bill, proof of delivery, original purchase order with barcode, original requisition. 3. Do not attach additional documents like weighment slips, RMC batch reports, duplicate documents, Eway bills, test reports, etc. 4. In Amount A, exclude transport, Hamali charges, etc., and instead include in Amount B. 5. This report must reach HO within one working day of approval by purchase officer/purchase manager.

TAX INVOICE

Summit Sales LLP **ORIGINAL INVOICE**

#5-4-187/3 & 4, II Floor, Soham Mansion, M.G.Road, Secunderabad - 500003

Email: purchase@modiproperties.com

Supplier / Customer / Transporter - Copy **PAN: ACQFS2044C GSTIN/UNI: 36ACQFS2044C1Z7**

Customer Details		
GV Discovery Center Pvt Ltd	Invoice No.	21438
119,191, Synergy Square1	Invoice Date.	11-01-2022
	PO No.	83081
	PO Date.	29-11-2021
	Req ID	71554
GSTIN : 36AAHCG4940K1ZC PAN AAHCG4940K	Req Date	26-11-2021
	Loc Req No	13418

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	1012 - Building material - Polyster Fibres - 6mm - ~~6~~ bags 4	55022000	320	40.00	12,800.00	18	2,304.00
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST			
			Total Taxable Amount	12,800.00	2,304.00
	1,152.00	1,152.00	Total Invoice Amount	15,104.00	

Rupees : Fifteen Thousand One Hundred Four Only.

SUMMIT SALES LLP * R.R. DIST. * IN WARD No: 89562 Date: 11/01 Sign:

for Summit Sales LLP

Subject to Hyderabad Jurisdiction

Authorised signatory

'age(s) 1 Of 1 02-12-2021 1:06:10 PM

Purchase Order

83081
25.11.21 3:42:03

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

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

GSTIN 36ACQFS2044C1Z7
040-66335551 9618244433

Doc No	83081	13418
Doc Date	29-11-2021	
Quote No	NIL	
Quote Date	26-11-2021	
SupplyType	Supply	

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 1012 - Building material - Polyster Fibres - 6mm - pkts *6 bags*	480.00	40.00	0.00	18.00	22,656.00
			Total Order Value . . .		**22,656.00**

Rupees : Twenty Two Thousand Six Hundred Fifty Six Only.

Terms and Conditions :-

Specification / As per details given in the quotation.

Payment Terms After Delivery & Production of bill

Tax All taxes included in above price.

Delivery Date Next Working Day.

Delivery Location 119, 191 Synergy Square 1

-

Phone. -

Penality 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 lockset and platering purpose.

Completion Date NA

Measurment NA

Security Nil

Remarks

Bill no – 2

PART DELIVERY DE[illegible]

[illegible]no.	Bill no.	Bill Dt	[illegible]unt
1.	21438	11/1/22	15,104
2.			
3.			
4.			
5.			

For *G V Discovery Center Pvt Ltd*

Authorised Signatory

Name : ____________

Accepted the above Terms And Conditions

For *Summit Sales LLP*

Name : ____________

Date : __/__/__

Requisition Form

Company Name	G V Discovery Centers		
Site & Phase	GENOPOLIS	Date	26.11.2021
Supplier:		Time	14.30
		Req. No	13418
Material required before	Urgent	ID No.	71554

No	Description	Size	Quantity	Units	Inward No	Date
1	Anchorset Chemical	1KG -	3	Nos		
2	Recron Packets	250gms	500	Nos		

Remarks: For Lockset and Plastering Purpose

Prepared by	G Rajesh Babu	Approved by	K.Narsing Rao
Sign & Date	26.11.2021	Sign. & Date	26.11.2021

APPROVED
2 6 NOV 2021
K. Nar... Rao
Project Man...

TAX INVOICE

Summit Sales LLP

TRANSIT COPY

#5-4-187/3 & 4, II Floor, Soham Mansion, M.G.Road, Secunderabad - 500003

Email purchase@modiproperties.com

[...]er Customer - Transporter - Copy

PAN: ACQFS2044C GSTIN/UNI: 36ACQFS2044C1Z7

[...]stomer Details

[...]V Discovery Center Pvt Ltd

119,191, Synergy Square1

Invoice No	21438
Invoice Date	11-01-2022
PO No	83081
PO Date	29-11-2021
Req ID	71554
Req Date	26-11-2021
Loc Req No	13418

GSTIN 36AAHCG4940K1ZC PAN AAHCG4940K

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	1012 - Building material - Polyster Fibres - 6mm - [...] bags	55022000	320	40.00	12,800.00	18	2,304.00
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

INWARD
[...] No: 1880 Dt: 11/01/22
GRN No: 102108 Dt: 05-30
Received By: Sign: Ramjm
[...]some Valley Discovery Center Pvt

IGST	CGST	SGST			
			Total Taxable Amount	12,800.00	2,304.00
	1,152.00	1,152.00	Total Invoice Amount	15,104.00	

Rupees : Fifteen Thousand One Hundred Four Only.

for Summit Sales LLP

SUMMIT SALES LLP R.R. DIST. IN WARD No: Date: Sign:

Subject to Hyderabad Jurisdiction

Authorised signatory

Purchase Order

 02-12-2021 1:06:10 PM

83081
25.11.21 3:42:03

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			
Summit Sales LLP	**Doc No**	83081	13418
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	29-11-2021	
	Quote No	NIL	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	26-11-2021	
040-66335551 9618244433	**SupplyType**	Supply	

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	1012 - Building material - Polyster Fibres - 6mm - pkts *6 bags*	480.00	40.00	0.00	18.00	22,656.00
					Total Order Value . . .	**22,656.00**

Rupees : Twenty Two Thousand Six Hundred Fifty Six Only.

Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Next Working Day.
Delivery Location	119, 191 Synergy Square 1 - Phone. -
Penality 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 lockset and platering purpose.
Completion Date	NA
Measurment	NA
Security	Nil
Remarks	

Bill no – 2

PART DELIVERY DETAILS

S.no.	Bill no.	Bill Dt	Amount
1.	21438	11/1/22	15,104
2.			
3.			
4.			
5.			

Books of accounts verified and no bills wrt this PO were received by accounts
Name:
Sign:
Date:

Clear no

Part Bill received
26/1/22

APPROVED BY
5 MAR 2022
SOHAM MODI
MANAGING DIRECTOR

For *G V Discovery Center Pvt Ltd*
Authorised Signatory

Name : ____________

Accepted the above Terms And Conditions
For *Summit Sales LLP*

Name : ____________

Date : __/__/____