Form for closure of purchase order

Data required from site/engineers:							
PO no.:	85828	PO date:	23/02/2022	Req. no.:	13472	Advice Scan ID	
MRN nos. related to PO	104315						

☐	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: Material received and close 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
Vineetha Reddy	R. Vineetha	09/04/22	[signature]	K. Narsinga Rao	08/04/2022

Data required from accounts:			
☐	Checked with E&D for receipt of bills.		
☐	Bills not received against this PO.		
☐	Part bill received against this PO.	Bill nos.	
☑	All bills received against this PO.		
☐	Advance paid against this PO.	Amount paid	

Remarks by Accountants: Bill received for Rs 46817/-

Notes: 1. Pos issued for false ceiling and such works may have been processed by E&D. Check before filling the above.

Prepared by	Sign	Date	Accounts manager (approval required for PO more than 10k)	Sign	Date
	[signature] [illegible]				

Advice by MD - action to be taken by purchase:			
☐	Get certified bill from supplier (not original).		
☐	Prepare bill in SSLLP for material supplied.		
☐	Get proof of delivery from site.		
☐	Barcoded PO missing – get certified copy from Accounts.		
☐	Thereafter, prepare advice to credit to supplier and send to HO for processing.		
☑	Close PO	☐	Keep PO open. Material awaited
☐	Send barcoded PO to MDs desk. PO to be closed thereafter.		
☐	Accounts to be reconciled with supplier. Suppliers ledger required from 1.4.2021.		
☐	Accounts to be reconciled with supplier. Suppliers ledger required from 1.4.2020.		
☐	RMC supplier – suppliers ledger required from 1.4.2020. Process bill after thoroughly checking both the ledgers and all pour reports. Pour reports from day one to be thoroughly checked with Pos/Bills. Thereafter, prepare advice to credit to supplier and send to HO for processing. Close all open POs.		
☐	E&D to check receipt of bill and enter comments below.		
☐	Details of material supplied and balance material to be supplied is required.		

Remarks:

Prepared by	Sign	Date

APPROVED BY
SOHAM MODI
MANAGING DIRECTOR
28 APR 2022

Purchase Order

 25-02-2022 13:07:38

Original / Office Copy / Purchase Div.Copy

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			
G.P.Buildcon materials flat.no.G1, Saisrinivasa towers, Sri puri Colony, Kakaduda, secunderbad **GSTIN** 36AIZPG8119P1Z9 9866116375	**Doc No**	85828	13472
	Doc Date	23-02-2022	
	Quote No	NIL	
	Quote Date	23-02-2022	
	SupplyType	Supply	

Kind Attn : Mr.Pavan

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	5028 - Equipment - machinery - Hammering Machine - other - nos *GBH-5-40D*	1.00	31,500.00	0.00	18.00	37,170.00
2	9519 - Tools - Drill Bit - 12X100mm - nos *Rod 10MM-BIT 12MM*	3.00	550.00	0.00	18.00	1,947.00
3	9524 - Tools - Drill Bit - NA - nos *Rod 28MM-BIT 30MM*	3.00	1,125.00	0.00	18.00	3,982.50
4	9524 - Tools - Drill Bit - NA - nos *Rod 22MM-BIT 25MM*	3.00	1,050.00	0.00	18.00	3,717.00
				Total Order Value . . .		**46,816.50**

Rupees : Fourty Six Thousand Eight Hundred Sixteen and Paise Fifty Only.

Terms and Conditions :-

Specification / Brand	All items shall be of Bosch brand/company
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 Cost	Transport cost shall be borne by us.
Warranty	1 Year
Advance Paid	NIL
Other Terms	Payment as per actual receipt of material.Above Material for 191 Block RCC Coloum Jacketing purpose
Completion Date	NA
Measurment	NA
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 *G V Discovery Center Pvt Ltd*
Authorised Signatory

Accepted the above Terms And Conditions
For *G.P.Buildcon materials*

Name : ____________

Name : ____________

Date : __/__/____

G.P. BUILDCON MATERIALS
G-1, Sai Srinivasa Towers, 29 - Sripuri Colony
Kakaguda, Secunderabad - 15
GSTIN/UIN: 36AIZPG8119P1Z9
State Name : Telangana, Code : 36
E-Mail : g.pbuildcon999@gmail.com

Invoice No. **GP/21-22/660**	Dated **26-Feb-2022**
Delivery Note	Mode/Terms of Payment
Supplier's Ref. 39	Other Reference(s)
Buyer's Order No. **39, 85828**	Dated **22-Feb-2022, 23-Feb-2022**
Despatch Document No.	Delivery Note Date
Despatched through **Own Pick Up**	Destination **Turkapally**
Terms of Delivery **Immediate**	

Buyer
GV DISCOVERY CENTER PVT LTD
5-4-187/3&4,2ND FLOOR
SOHAM MANSION
MGROAD,SECUNDERABAD
GSTIN/UIN : 36AAHCG4940K1ZC
State Name : Telangana, Code : 36

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Amount
1	**GBH 5-40 DCE** *Slno:132006191*	84672100	**1 NOS**	31,500.00	NOS	**31,500.00**
2	**MAX2 BOSCH DRILLING BIT 30/340**	8205	**3 NOS**	1,125.00	NOS	**3,375.00**
3	**DRILL BIT -25MM** *Max-2-195mm Drill Bit*	8207	**3 NOS**	1,050.00	NOS	**3,150.00**
4	**Max2-Drill Bit-195*340--2608578003**	8207	**3 NOS**	550.00	NOS	**1,650.00**
						39,675.00
	CGST @ 9 %			9	%	**3,570.75**
	SGST @ 9 %			9	%	**3,570.75**
	ROUND OFF					**0.50**
	Total		**10 NOS**			**₹ 46,817.00**

Received @ GP Buil Con Store
Khanagaon (K.NARSINGARAD)

Amount Chargeable (in words) *E. & O.E*
INR Forty Six Thousand Eight Hundred Seventeen Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
84672100	31,500.00	9%	2,835.00	9%	2,835.00	5,670.00
8205	3,375.00	9%	303.75	9%	303.75	607.50
8207	4,800.00	9%	432.00	9%	432.00	864.00
Total	**39,675.00**		**3,570.75**		**3,570.75**	**7,141.50**

Tax Amount (in words) : **INR Seven Thousand One Hundred Forty One and Fifty paise Only**

Inward 1166 28/02/22
MRN No 104315 10:00 AM 28/2/22
Received By:
Genome Valley Discovery Center Pvt. Ltd.

Company's Bank Details
Bank Name : **ICICI BANK LTD (630805500095)**
A/c No. : **630805500095**
Branch & IFS Code : **Vikrampuri & ICIC0006308**

Company's PAN : **AIZPG8119P**

Declaration
We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

for G.P. BUILDCON MATERIALS
Authorised Signatory

SUBJECT TO SECUNDERABAD JURISDICTION

This is a Computer Generated Invoice