Form for closure of purchase order

Data required from site/engineers:

PO no.:	85733	PO date:	19/2/22	Req. no.:	164575	Advice Scan ID	
MRN nos. related to PO							

☐	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: Cancel the Purchase order

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
Sridevi	Sri	6/4/22	T. MAHO	Nuthey	6/4/22

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:

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

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
20 APR 2022
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

Original / Office Copy / Purchase Div.Copy

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			
Icon Water Solutions C/O 49-253/1, IDA, Padma Nagar, Phasse 1, Chintal, Hyderabad - 55.	**Doc No**	85733	164575
	Doc Date	19-02-2022	
	Quote No	NIL	
GSTIN 0	**Quote Date**	19-02-2022	
8497927928-Sreenu(M.P.) 9949989287/9052394142	**SupplyType**	Supply	

Kind Attn : Mr.V.Srinivas

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	IGST	Amount
1	3126 - Chemicals - R2 Chemical - NA - ltrs *Dozing Chemical*	20.00	250.00	0.00	18.00	5,900.00
					Total Order Value . . .	**5,900.00**

Rupees : Five Thousand Nine Hundred Only.

Terms and Conditions :-

Specification / Brand	Above material should be good quality.
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
Delivery Date	Next Day.
Delivery Location	Innopolis Sy no-542, Genome Valley, Thurkapally, Hyderabad, Telangana Phone. Nagamani(Engineer) - 7981951035
Penality For Delay	Nil
Transportation Cost	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 2727 chillar work purpose.
Completion Date	NA
Measurment	NA
Security	Nil
Remarks	Delivery at Turkapally Contact Person Mr Ramesh Reddy-9848134856.

For ***G V Reserch Centers Pvt Ltd***
Authorised Signatory

Accepted the above Terms And Conditions
For ***Icon Water Solutions***

ICON Water Solutions

ICON Water Solutions

H.no 58-11, Padma Nagar, Phase-2, Chintal, Hyderabad - 500054
Mobile: 9949989287, 9949048567, E-Mail: iconwatersolutions@gmail.com

GSTIN: 36AGCPV1268R1ZM

TAX INVOICE

Invoice No: 232			P.O NO: 85733/164575
Reverse Charge (Y/N):			Date of Supply: -25-02-2022
State: Telangana	Code	36	Place of Supply: Secundrabad

Bill to Party	Ship to Party
M/S. G V Reserch Centers Pvt Ltd	M/S. G V Reserch Centers Pvt Ltd
5-4-187/3&4, 2nd Floor,Sohan Mansion,	
M.G.Road , Secundrabad	M.G.Road , Secundrabad
GSTIN: 36AAHCG4562D1ZP	GSTIN: 36AAHCG4562D1ZP

S. No.	Product Description	HSN code	UOM	Qty	Rate	Amount	Disc	Taxable Value	CGST		SGST		IGST		Total
									Rate	Amount	Rate	Amount	Rate	mou	
1	Ro plant Dozing Chemical	8421	NOS	20	250	5000	0	5000	9	450	9	450	0	0	5900
Total				1		4500	0	5000		450		450		0	5900

Total Invoice amount in words		
Rupees : Five Thousand And Nine Hundred Only	Total Amount before Tax	5000
	Add: CGST	450
	Add: SGST	450
	Add: IGST	0
	Total Tax Amount	900
	Total Amount after Tax:	5900
	GST on Reverse Charge	0

Bank Details

Bank A/C: 111505000555
Bank IFSC: ICIC0001115
ICICI BANK, BALA NAGAR

Terms & conditions

1. Subject to Hyderabad Jurisdiction only
2. Our responsibility ceases at once goods leaves our
3. Goods Once sold & delivered will not be taken back or exchanged under any circumstances
4. Interest at the rate of 24% will be charged if the payment is not received within 15 days from the date of Delivery Challan

Common Seal

eritified that the particulars given above are true and corre

For ICON Water Solutions

ICON WATER SOLUTIONS

Authorised signatory

SUMMIT SALES LLP
IN WARD
No: 92693
Date: 26/3
Sign:

Purchase Order

 19-02-2022 5:00:07 PM

Original

85733

14.02.22 2:32:34

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

Icon Water Solutions
C/O 49-253/1, IDA, Padma Nagar, Phasse 1, Chintal, Hyderabad - 55.

8497927928-Sreenu(M.P.)
9949989287/9052394142

Doc No	85733	164575
Doc Date	19-02-2022	
Quote No	NIL	
Quote Date	19-02-2022	
SupplyType	Supply	

Kind Attn : Mr.V.Srinivas

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST%	Amount
1 3126 - Chemicals - R2 Chemical - NA - ltrs *Dozing Chemical*	20.00	250.00	0.00	18.00	5,900.00
Total Order Value . . .					**5,900.00**

Rupees : Five Thousand Nine Hundred Only.

Nagamani

Terms and Conditions :-

Specification / Brand	Above material should be good quality.
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
Delivery Date	Next Day.
Delivery Location	Innopolis Sy no-542, Genome Valley, Thurkapally, Hyderabad, Telangana Phone. Nagamani(Engineer) - 7981951035
Penality For Delay	Nil
Transportation Cost	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 2727 chillar work purpose.
Completion Date	NA
Measurment	NA
Security	Nil
Remarks	Delivery at Turkapally Contact Person Mr Ramesh Reddy-9848134856.

For *G V Reserch Centers Pvt Ltd*
Authorised Signatory

19/02/2022

Accepted the above Terms And Conditions
For *Icon Water Solutions*

Requisition Form

Company Name:	GV Research Centers Pvt Ltd	Date:	17.02.2022
Site & Phase:	Innopolis	Time:	04:52
Supplier		Req. No.	164575
Material required before date:	21-02-2022	ID No.	73953

S. No	Description	Size	Quantity	Units	Inward No	Date
1.	RO Dosing Chemical	5 Litres	04	nos		
		PO 85733				

Remarks: Towards 2727, Chiller work purpose.			
Prepared By:	V. Akhil Murthy	Approved by	V. Ramesh Reddy
Sign & Date:	17.02.2022	Sign. & Date	17.02.2022

Note:

APPROVED
18 FEB 2022
P. PRABHAKAR
Sr. MANAGER PURCHASE