Form for closure of purchase order

Data required from site/engineers:							
PO no.:	84764	PO date:	21/01/2022	Req. no.:	13459	Advice Scan ID	
MRN nos. related to PO	103386.						

☐	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 as per Requirement 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. [signature]	05/04/2022.	K. Narsing Rao	[signature]	05/04/22.

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.	1011 dt 2-2-22
☐	All bills received against this PO.		
☐	Advance paid against this PO.	Amount paid	

Remarks by Accountants: Bill Received for Rs 8945/-

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]	[signature] 21/4/22				

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.~~		
☐ X	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
		[signature]

APPROVED BY
20 APR 2022
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

 05-04-2022 10:37:47 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			
Dilpreet Tubes Plot #8, IDA Nacharam, Hyderabad-76.	**Doc No**	84764	13459
	Doc Date	21-01-2022	
	Quote No	Nil	
GSTIN 36AABCD6242R1Z8 23225792/27170988	**Quote Date**	21-01-2022	
65226846,kunalbatsh88@gmail.com 9949170500	**SupplyType**	Supply	

Kind Attn : Rahul Mehta/Mr.Kunal.kunalbatsh88@gmail.com

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	8057 - Steel - other - MS Round Pipe - 1 In - kgs *2.7mm thick - 10 lengths*	130.00	73.12	0.00	18.00	11,215.84
					Total Order Value . . .	**11,215.84**
	Rupees : Eleven Thousand Two Hundred Fifteen and Paise Eighty Four Only.					

Terms and Conditions :-

Specification /	As per details given in the quotation. 13kgs per each length of 20'. weighment slip must be attach!
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Next day.
Delivery Location	119, 191 Synergy Square 1 - Phone. -
Penality For Delay	Nil
Transportation	Extra.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for labour tents making purpose.
Completion Date	Nil
Measurment	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 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 *Dilpreet Tubes*

Name : ______________

Name : ______________

Date : __/__/____

GATE PASS

Returnable / Non Returnable

DILPREET TUBES PVT. LTD.

PLOT NO. 8, I.D.A., NACHARAM, HYDERABAD-500 076.

GSTIN: 36AABCD6242R1Z8

G. P. No.: 1011

Date: 02/02/2022

Please Allow Mr.: GV Discovery center (P) Ltd Turkapally (V) Shamirpet (M) with the following material

S. No.	DESCRIPTION	Qty.	REMARKS
	MS steel pipes 25x2.5x6.10 210 nos	90 kgs	

Vehicle No.: TS08UE4544

INWARD

Inward No: 1134 Dt: 02/02/22

MRN No: 03386 Dt: 13:46

Received By:

Sign. Ramjan

Genome Valley Discovery Center Pvt. Ltd.

Receiver's Signature

INCHARGE

Subject to Hyderabad Jurisdiction Only.

TAX INVOICE

(ORIGINAL FOR RECIPIEI

DILPREET TUBES PVT. LTD.

Regd. Office & Factory: Plot # 8, Road # 5, IDA Nacharam, Hyderabad - 500 076.
Telephone: 040-27177358, Fax: 040-27170988
E-Mail: dilpreet_tubes@rediffmail.com, harimehta15@gmail.com

ISO 9001:2015

CIN : U27109TG2002PTC039529 GSTIN : 36AABCD6242R1Z8 PAN : AABCD6242R State Name: TELANGANA., Code: 36	Invoice No. : 1011 Invoice Date : 2-Feb-2022 E-Way Bill No. : 191431670880
Name and Address of Buyer **GV DISCOVERY CENTER PVT. LTD.** 5-4-187/3&4, II ND FLOOR, SOHAM MANSION, MG ROAD, SECUNDERABAD- 50003. SITE; 119, 191 SYNERGY SQUARE1, TURKAPALLY, HYDERABAD-500078. GSTIN : 36AAHCG4940K1ZC State Name: Telangana State Code: 36	Order No.: 84764 Date: 21-1-2022 L R No. : Date: Vehicle No.: TS 08 UE 4544 Delivery At:

Sl No.	Description of Goods	HSN Code	Packages Bundles	Total Qty in M. T.	Assess. Val per M. T.	Assessable Value
1	STEEL TUBES	73069011	LOOSE	0.090 M\T	73,122.22	6,581.00
						6,581.00
	FREIGHT Collection / Loading Charges					1,000.00
	CGST Output @ 9%					682.00
	SGST Output @ 9%					682.00
	Round Off					
	TCS					

Total Invoice Value in Words **8,945.00**

Indian Rupees Eight Thousand Nine Hundred Forty Five Only.

E & O E

Narration:

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
73069011	6,581.00	9%	592.04	9%	592.04	1,184.08
	1,000.00	9%	89.96	9%	89.96	179.92
Total	7,581.00		682.00		682.00	1,364.00

Tax Amount (in words) : **Indian Rupees One Thousand Three Hundred Sixty Four Only**

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

Our Bank Details

Bank Name : Axis Bank Ltd.
Bank A/c No. : 917030062563088
Bank Branch : Corprate Banking Hyderabad. IFSCode:UTIB0001634

For Dilpreet Tubes Pvt. Ltd.

INWARD
Inward No: 1159 Dt:
MRN No: 103386 Dt: 3 06
Received By: Sign:

Receiver's Signature

Prepared By

Authourised Signatory

Purchase Order

 21-01-2022 15:58:14

84764
08.01.22 11:53:28

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

Supplier Details			
Dilpreet Tubes Plot #8, IDA Nacharam, Hyderabad-76. GSTIN 36AABCD6242R1Z8 23225792/27170988 65226846,kunalbatsh88@gmail.com 9949170500	Doc No	84764	13459
	Doc Date	21-01-2022	
	Quote No	Nil	
	Quote Date	21-01-2022	
	SupplyType	Supply	

Kind Attn : Rahul Mehta/Mr.Kunal.kunalbatsh88@gmail.com

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
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					Total Order Value . . .	**11,215.84**

Rupees : Eleven Thousand Two Hundred Fifteen and Paise Eighty Four Only.

Terms and Conditions :-

Specification / Brand	As per details given in the quotation. 13kgs per each length of 20'. weighment slip must be attach!
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Next day.
Delivery Location	119, 191 Synergy Square 1 - Phone. -
Penality For Delay	Nil
Transportation Cost	Extra.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for labour tents making purpose.
Completion Date	Nil
Measurment	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 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

21/01/2022

Name : ____________

Accepted the above Terms And Conditions
For *Dilpreet Tubes*

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	G. V. Discovery Centre	Date:	19 01.2022
Site & Phase :	SYNERGY 119,191	Time:	11.00 Hrs
		Req. No.	13459
Material required before date:	Urgent	ID No.	73130

No	Description	Size	Quantity	Units	Inward No	Date
1	Ms pipes (hollow circular)	25 mm x2.7 mm X 18'	10	nos	73115	[illegible]
3					13192	
4						
5						
6						
7	84764					
8						
9						

Remarks: For Labour tents making purpose.

Prepared By:	Vineetha reddy	Approved by	Bharat Varur
Sign.& Date	19.01.2022	Sign. & Date	19.01.2022

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

APPROVED
20 JAN 2022
P. PRABHAKAR
Sr. MANAGER PURCHASE

APPROVED BY
18 JAN 2022
BHARAT VARUR
PROJECT MANAGER
G.V.D.C.