Form for closure of purchase order

Data required from site/engineers:							
PO no.:	84867	PO date:	25\01\2022	Req. no.:	13461	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: Material received and close the P.O							

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
Vincetha reddy	R. Vineetha	05/04/2022.			

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 not received			

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
	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

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			
Rita Seeds	**Doc No**	84867	13461
Basheerbagh, Secunderabad.	**Doc Date**	25-01-2022	
	Quote No	Nil	
GSTIN 36AKAPK8182D1Z8	**Quote Date**	21-01-2022	
23222835,65168470 9949015953	**SupplyType**	Supply	

Kind Attn : Mr. Suresh

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	3144 - Chemicals - D.A.P - NA - Kgs	5.00	80.00	0.00	0.00	400.00
2	3124 - Chemicals - Nuvan - NA - ltrs	2.00	1,800.00	0.00	0.00	3,600.00
3	3103 - Chemicals - Blitex - NA - kgs *500 gms*	5.00	600.00	0.00	0.00	3,000.00
4	9572 - Tools - Sprayer - NA - nos	1.00	1,250.00	0.00	0.00	1,250.00
					Total Order Value . . .	**8,250.00**

Rupees : Eight Thousand Two Hundred Fifty 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 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 site land scape and garden 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 *Rita Seeds*

Name : ______________________

Name : ______________________

Date : __/__/____

GSTIN : 36AKAPK8182D1Z8 TAX INVOICE ☎ : 23222835 : 66778470

RITA SEEDS STORE

DEALERS IN : ALL KINDS OF SEEDS, FERTILIZERS & PESTICIDES OF MAHYCO, RALLIS INDOFIL, CIBA, STANES PRODUCTS & AGRICULTURAL IMPLEMENTS ETC.

3-6-295/4, Hyderguda, Hyderabad-29 (T.S.) INDIA

No. 098 Date 29/1/22

M/s G V Discovery Center pvt Ltd

DDC No 84867/12461 dt 25/1/22

Sl. No.	PARTICULARS	Qty.	Rate	Amount Rs.	Ps.
1.	Manure	5	80/-	400	-0
2.	[illegible]	24		3600	-0
3.	[illegible]	5	600/-	3000	-0
4	Sprayer	1		1250	-0
	Ranjita 6371777399				
			TOTAL	8250	-0

INWARD
Inward No: 1130 Dt: 29/01/22
MRN No: 1058/19 Dt: 18:29
Received By: Sign: Ramya
Genome Valley Discovery Center Pvt. Ltd.

Goods once sold will not be taken back or exchanged.
Subject to Hyderabad Jurisdiction.

For RITA SEEDS STORE

Signature

Purchase Order

 25-01-2022 4:02:19 PM

84867
08.01.22 12:01:48

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			
Rita Seeds	**Doc No**	84867	13461
Basheerbagh, Secunderabad.	**Doc Date**	25-01-2022	
	Quote No	Nil	
GSTIN 36AKAPK8182D1Z8	**Quote Date**	21-01-2022	
23222835,65168470 9949015953	**SupplyType**	Supply	

Kind Attn : Mr. Suresh

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4	9572 - Tools - Sprayer - NA - nos	1.00	1,250.00	0.00	0.00	1,250.00
					Total Order Value . . .	**8,250.00**

Rupees : Eight Thousand Two Hundred Fifty Only.

Terms and Conditions :-

Specification /	As per details given in the quotation.
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Delivery Date	Next 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 site land scape and garden 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

Name : 25/01/2022
Contact - -

Accepted the above Terms And Conditions
For *Rita Seeds*

Name : ____________

Date : __/__/____

Requisition Form

Company Name	G.V.Discovery Centers	Date:	21.01.2022
Site & Phase	GENOPOLIS	Time:	11.00
Supplier		Req. No.	13461
Material required before	**Urgent**	ID No.	73169

No	Description	Size	Quantity	Units	Inward No	Date
1	D.A.P		5	kgs		
2	Nuvan liquid		2	liters		
3	Blitex power	500 gms	5	packet		
4	Sprayer box		1	No.		
	84867					

Remarks: For site land scape and garden purpose purpose

Prepared by	brahmam	Approved by	bharath
Sign.& Date	21.01.2022	Sign. & Date	21.01.2022

APPROVED
21 JAN 2022
P. PRABHAKAR
Sr. MANAGER PURCHASE

APP... ...Y
21 JAN 2022
BHARAT VARUR
PROJECT MANAGER