Form for closure of purchase order

Data required from site/engineers:							
PO no.:	85865	PO date:	24/2/22	Req. no.:	164585	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 required.

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
Sidevi	Sidevi	6/4/22	T. MAHTO		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
13 APR 2022
SOHAM MODI
MANAGING DIRECTOR

07-03-2022 17:23:21

Purchase Order

Original / Office Copy / Purchase Div.Copy

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			
Doshi Brothers Ground floor 4-1-575/488-492, Troop bazar, Hyderabad- 500001 **GSTIN** 36AABFD2573Q1Z2 9885270300 9885270300	**Doc No**	85865	164585
	Doc Date	24-02-2022	
	Quote No	Q86221-1	
	Quote Date	24-02-2021	
	SupplyType	Supply	

Kind Attn : Vikram Doshi

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7321 - Plumbing - sanitary - Washbasin - other - nos *75374IN-1-0, Forefront Sq W/Deck*	2.00	12,190.00	40.00	18.00	17,261.04
Rupees : Seventeen Thousand Two Hundred Sixty One and Paise Four Only.					**Total Order Value . . .**	**17,261.04**

Terms and Conditions :-

Specification / Brand	Brand will be Kohler as mentioned.
Payment Terms	50% Advance balance after delivery
Tax	GST Included in the above prices
Delivery Date	With in 7 days
Delivery Location	Innopolis Sy no-542, Genome Valley, Thurkapally, Hyderabad, Telangana Phone. Nagamani(Engineer) - 7981951035
Penality For Delay	Nil
Transportation Cost	Included in the above prices
Warranty	One year manufacturing warranty
Advance Paid	Rs. 8630.50/- by cheque/RTGS.....Dated.....
Other Terms	We reserve the right to reject items not conforming to quality and specifications, damage is in suppliers account, above ordr is for Cafeteria wash basin work 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 Reserch Centers Pvt Ltd*

Authorised Signatory

Accepted the above Terms And Conditions

For *Doshi Brothers*

Name : _____

Name : _____

Date : __/__/____

Purchase Order

 24-02-2022 14:07:41 Original /

85865
14.02.22 2:36:59

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			
Doshi Brothers Ground floor 4-1-575/488-492, Troop bazar, Hyderabad- 500001	**Doc No**	85865	164585
	Doc Date	24-02-2022	
	Quote No	Q86221-1	
GSTIN 36AABFD2573Q1Z2	**Quote Date**	24-02-2021	
9885270300 9885270300	**SupplyType**	Supply	

Kind Attn : Vikram Doshi

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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 Reserch Centers Pvt Ltd*
Authorised Signatory
Name : 24/02/2022

Accepted the above Terms And Conditions
For *Doshi Brothers*
Name : _____ Date : __/__/____

Requisition Form

Company Name:	GV Research Centers Pvt Ltd	Date:	18.02.2022
Site & Phase:	Innopolis	Time:	04:52
Supplier		Req. No.	164585
Material required before date:	21-02-2022	ID No.	73988

S No.	Description	Size	Quantity	Units	Inward No	Date
1.	KOHLER Washbasin		02	nos		
	75374IN-1-0, Forefront Sq W/Deck					
	85865					

Remarks: Towards Cafeteria Washbasin work purpose.

Prepared By:	Md. Anwar Baig	Approved by	V. Ramesh Reddy
Sign & Date:	18.02.2022	Sign. & Date	18.02.2022

Note:

APPROVED
18 FEB 2022
P. PRABHAKAR
Sr. MANAGER PURCHASE