

Form for closure of purchase order

Data required from site/engineers:					
PO no.:	85799	PO date:	22/02/22	Req. no.:	164605
MRN nos. related to PO		Advice Scan ID			
☐	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: <u>Cancel the purchase order</u>					
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
Sidewi	(Signature)	6/4/22	T. MADHAW	(Signature)	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 SSSLP 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	



Purchase Order

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22-02-2022 14:53:33



85799

14.02.22 2:32:35

From Company : **G V Reserch Centers Pvt Ltd**
5-4-187/3&4, II nd Floor, Soham Mansion, MG Road, Secunderabad-
G S T No. : 36AAHCG4562D1ZP

Supplier Details

Dilpreet Tubes
Plot #8, IDA Nacharam, Hyderabad-76.

GSTIN 36AABCD6242R1Z8

23225792/27170988

65226846,kunalbatsh88@gmail.com 9949170500

Doc No	85799	164605
Doc Date	22-02-2022	
Quote No	Nil	
Quote Date	22-02-2022	
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
1 8104 - Steel - other - Sq. pipe - 40x40mm - kgs 2mm thick - 05 lengths	75.00	70.12	0.00	18.00	6,205.18
Total Order Value . . .					6,205.18

Rupees : Six Thousand Two Hundred Five and Paise Eighteen Only.

Terms and Conditions :-

Specification / Brand Item shall be of 15kgs approx. weight per each length. weighment slip must be attach!

Payment Terms After Delivery & Production of bill

Tax All taxes included in above price.

Delivery Date Within 2days.

Delivery Location Innopolis
Sy no-542, Genome Valley, Thurkapally, Hyderabad, Telangana
Phone. Nagamani(Engineer) - 7981951035

Penalty 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 block 5600E & 5600C terrace floor flood light stand 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

Name : _____

Accepted the above Terms And Conditions

For **Dilpreet Tubes**

Name : _____

Date : __/__/__

Requisition Form

Company Name:	GV Research Centers Pvt Ltd.	Date:	21-02-2022
Site & Phase:	Innopolis	Time:	1:50
Supplier		Req. No.	164605
Material required before date:	23-02-2022	ID No.	74061

No	Description	Size	Quantity	Units	Inward No	Date
1.	40mm Square pipe	2mm(thick)	30	mtr		
2.			5	length	70.1154.87. - 15	
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

Remarks: Towards 5600E & 5600C terrace floor flood light stand purpose

Prepared By	Praveen.k	Approved by	Madhu
Sign. & Date	21-02-22	Sign. & Date	21.02.2021

Note:



15859