Form for closure of purchase order

Data required from site/engineers:							
PO no.:	85835	PO date:	23/2/22	Req. no.:	164596	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	[signature]	6/4/22	T. MADHO	[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 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
	[signature]	[signature]

APPROVED BY
13 APR 2022
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

 25-02-2022 11:14:24 AM

85835
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-500
G S T No. : 36AAHCG4562D1ZP

Supplier Details			
Legend Elevations	**Doc No**	85835	164596
3-5-967,Narayanguda,Hyderabad.	**Doc Date**	23-02-2022	
	Quote No	NIL	
GSTIN 36AIKPG0292L2Z1	**Quote Date**	19-02-2022	
9246101075	**SupplyType**	Supply	

Kind Attn : Mr.Ravi Kiran

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	6074 - Miscellaneous - SS Name Plates - other - Sq.inches *Steel sign board-Gents- 1" x 2"- 1 no*	2.00	12.00	0.00	18.00	28.32
2	6074 - Miscellaneous - SS Name Plates - other - Sq.inches *Steel sign board-Ladies- 1" x 2"- 1 no*	2.00	12.00	0.00	18.00	28.32
3	6074 - Miscellaneous - SS Name Plates - other - Sq.inches *Steel sign board-Wash Area- 1" x 2"- 2 no*	4.00	12.00	0.00	18.00	56.64
			Total Order Value . . .			**113.28**

Rupees : One Hundred Thirteen and Paise Twenty Eight Only.

9/N

Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	GST included in above price.
Delivery Date	Within 7 days
Delivery Location	Innopolis Sy no-542, Genome Valley, Thurkapally, Hyderabad, Telangana Phone. Nagamani(Engineer) - 7981951035
Penality For Delay	Nil
Transportation	Included in the above price.
Warranty	5 years warranty on finish.
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications.Above order for Staff toilets 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 invoice 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 : 25/02/2022

Accepted the above Terms And Conditions

For *Legend Elevations*

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	GVRC	Date:	19.02.2022
Site & Phase:	Innopolis	Time:	15:00
Supplier		Req. No.	164596
Material required before date: 20.02.2022		ID No.	74003

No	Description	Size	Quantity	Units	Inward No	Date
1.	Steel sign Boards (Gents)	1'x2"	01	No's		
2.	Steel sign Boards (Ladies)	1'x2"	01	No's		
3.	Wash area	1'x2"	02	No's		
4.						
5.						
6	85835					
7						
8						
9						

Remarks: Towards Staff toilets purpose.

Prepared By	Madhu	Approved by	T.Madhu
Sign. & Date	19.02.2022	Sign. & Date	19.02.2022

Note:

APPROVED
19 FEB 2022
P. PRABHAKAR
Sr. MANAGER PURCHASE