Form for closure of purchase order

Data required from site/engineers:

PO no.:	85266	PO date:	07/2/22	Req. no.:	164512	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. MAHO	[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
	Cancel	

APPROVED BY
13 APR 2022
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

-02-2022 12:30:58

Original / Office Copy / Purchase Div.Copy

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

Global Safety Solutions
5-5-48, Ranigunj, secunderbad

GSTIN 36AAOFG9573A1Z5

9502555088/9581228898

Doc No	85266	164512
Doc Date	07-02-2022	
Quote No	Nil	
Quote Date	07-02-2022	
SupplyType	Supply	

Kind Attn : Mr.Qasim Hussain/AQ Shakir

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	4032 - Consumables - Gloves - NA - pairs	100.00	115.00	0.00	5.00	12,075.00
Rupees : Twelve Thousand Seventy Five Only.				**Total Order Value . . .**		**12,075.00**

Terms and Conditions :-

Specification / Brand	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
Delivery Date	Next Day.
Delivery Location	Innopolis Sy no-542, Genome Valley, Thurkapally, Hyderabad, Telangana Phone. Nagamani(Engineer) - 7981951035
Penality For Delay	Nil
Transportation Cost	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 Towards safety 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 ***Global Safety Solutions***

Name : ____________________

Contact

Name : ____________________

Date : __/__/____

Purchase Order

08-02-2022 4:06:01 PM

85266
31.01.22 4:53:34

From Company : **G V Reserch Centers Pvt Ltd**
5-4-187/3&4, II nd Floor, Soham Mansion, MG Road, Secunderabad-50(
G S T No. : 36AAHCG4562D1ZP

Supplier Details			
Global Safety Solutions	**Doc No**	85266	164512
5-5-48, Ranigunj, secunderbad	**Doc Date**	07-02-2022	
	Quote No	Nil	
GSTIN 36AAOFG9573A1Z5	**Quote Date**	07-02-2022	
9502555088/9581228898	**SupplyType**	Supply	

Kind Attn : Mr.Qasim Hussain/AQ Shakir

Purchase Order for the Supply of following Items.

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					Total Order Value . . .	**12,075.00**

Rupees : Twelve Thousand Seventy Five Only.

Terms and Conditions :-

Specification / As per details given in the quotation.

Payment Terms After Delivery & Production of bill

Tax Inclusive of all taxes

Delivery Date Next Day.

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

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 Towards safety 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 *Global Safety Solutions*

Name : ____________

Name : ____________

Date : __/__/____

Contact - -

Requisition Form

Company Name:	GV Research Centers Pvt Ltd.	Date:	07.02.2022
Site & Phase:	Innopolis.	Time:	11:40
Supplier		Req. No.	164512
Material required before date:		ID No.	73610

No	Description	Size	Quantity	Units	Inward No	Date
1.	Male helmets	-	200	No's		
2.	Orange jackets (labour)	-	200	No's		
3.	High quality engineer jackets(green)	-	100	No's		
4.	Gloves	-	100	No's		
5.						
6.						
7.	85266					
8.						
9.						
10.						
11.						
12.						

Remarks: Towards safety purpose

Prepared By	S.Nagamani	Approved by	Mr.Ramesh redyy
Sign. & Date	07.02.2022	Sign. & Date	07.02.2022

Note:

192783
192778

Purchase Order

 08-02-2022 4:06:01 PM Original / Office Copy / Purchase Div.Copy

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			
Global Safety Solutions	**Doc No**	85266	164512
5-5-48, Ranigunj, secunderbad	**Doc Date**	07-02-2022	
	Quote No	Nil	
GSTIN 36AAOFG9573A1Z5	**Quote Date**	07-02-2022	
9502555088/9581228898	**SupplyType**	Supply	

Kind Attn : Mr.Qasim Hussain/AQ Shakir

Purchase Order for the Supply of following Items.

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Tax	Inclusive of all taxes
Delivery Date	Next Day.
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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 *Global Safety Solutions*

Name : ____________ Name : ____________ Date : __/__/____

Contact - -