Form for closure of purchase order

Data required from site/engineers:

PO no.:	85429	PO date:	12/2/22	Req. no.:	164541	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 PO —

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	Sri	6/4/22	T. MARTO	Mulay	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

Purchase Order

 06-04-2022 14:52:12 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			
Shiv Shakti Steel Tubes	**Doc No**	85429	164541
5-2-199 to 200/4, Opp. Ispat Bhavan, Distillery Road, Ranigunj, Sec-Bad.	**Doc Date**	12-02-2022	
	Quote No	Nil	
GSTIN 36AAOFS6315A1ZB 66330148.	**Quote Date**	12-02-2022	
66568554/ 66330148 9246538038	**SupplyType**	Supply	

Kind Attn : Dinesh.

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	8066 - Steel - other - MS Round Pipe - 4 In - kgs *100mm dia - B class - 10 lengths*	680.00	72.20	0.00	18.00	57,933.28
					Total Order Value . . .	**57,933.28**

Rupees : Fifty Seven Thousand Nine Hundred Thirty Three and Paise Twenty Eight Only.

Terms and Conditions :-

Specification / Brand	Item shall be of each length approx weight-68kgs - 20' length. weighment slip must
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
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	Extra.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right items not confirming to qlty & specs.Above order for Municipal water line purpose(connection from Kiosk to Municipal water sump).
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 ***Shiv Shakti Steel Tubes***

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

Purchase Order

 12-02-2022 13:23:45

85429
31.01.22 4:53:35

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

Shiv Shakti Steel Tubes
5-2-199 to 200/4, Opp. Ispat Bhavan, Distillery Road, Ranigunj, Sec-Bad.

GSTIN 36AAOFS6315A1ZB 66330148.
66568554/ 66330148 9246538038

Doc No	85429	164541
Doc Date	12-02-2022	
Quote No	Nil	
Quote Date	12-02-2022	
SupplyType	Supply	

Kind Attn : Dinesh.

Purchase Order for the Supply of following Items.

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Penality For Delay	Nil
Transportation Cost	Extra.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right items not confirming to qlty & specs.Above order for Municipal water line purpose(connection from Kiosk to Municipal water sump).
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 : 12/02/2022

Accepted the above Terms And Conditions
For *Shiv Shakti Steel Tubes*
Name : ____________
Date : __/__/__

Requisition Form

Company Name:	GV Research Centers Pvt Ltd.	Date:	11.02.2022
Site & Phase:	Innopolis.	Time:	10:00
Supplier		Req. No.	164541
Material required before date:	13.02.2022	ID No.	73736

No	Description	Size	Quantity	Units	Inward No	Date
1.	B Class pipes (Each one 6 meter length)	100 Dia	10	No's		
2.						
3.						
4.						
5.						
6						
7	85429					
8		APPROVED				
9						
		12 FEB 2022				
		MINISH PARIKH				
		MANAGER PROCUREMENT				

Remarks: Towards municipal water line purpose. Connection from Kiosk to municipal water Sump

Prepared By	Ramesh reddy	Approved by	Ramesh reddy .V
Sign. & Date	11.02.2022	Sign. & Date	11.02.2022

Note: