Form for closure of purchase order

Data required from site/engineers:							
PO no.:	85997	PO date:	01.03.2022	Req. no.:	13493	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:please cancel the po material ordered by new requisition.

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
Vineetha reddy	R. Vineetha	06.05.2022	S.V Subbareddy		06.05.2022

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: 10/5/22

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 MAY 2022
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

 06-05-2022 17:32:25 Original / Office Copy / Purchase Div.Copy

From Company :	**G V Discovery Center Pvt Ltd** 5-4-187/3&4, II nd Floor, Soham Mansion ,MG Road, Secunderabad-50003 G S T No. : 36AAHCG4940K1ZC

Supplier Details			
Summit Sales LLP	**Doc No**	85997	13493
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	01-03-2022	
	Quote No	nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	09-02-2022	
040-66335551 9618244433	**SupplyType**	Supply	

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	5092 - Equipment - sports - Nylon cricket nets - other - nos *10' x 100'*	15.00	2,625.00	0.00	12.00	44,100.00
				Total Order Value . . .		**44,100.00**

Rupees : Fourty Four Thousand One Hundred Only.

Terms and Conditions :-

Specification / Brand	Items in sl.no. 1 shall be of 'ICON' brand, double core. Blue HDPE net Border mounted with 12mm Poly Propline yellow colour rope with tie cord. Sl.no. 2- HDPE net with tying rope.
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Next day.
Delivery Location	119, 191 Synergy Square 1 Phone.
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 Site use.
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.

6/5/2022

For *G V Discovery Center Pvt Ltd*

Authorised Signatory

Accepted the above Terms And Conditions

For *Summit Sales LLP*

Name : ______________ Name : ______________ Date : __/__/____

Purchase Order

Page(s) 1 Of 1   01-03-2022 13:15:14   Origi

85997
14.02.22 3:00:03

From Company : **G V Discovery Center Pvt Ltd**
5-4-187/3&4, II nd Floor, Soham Mansion ,MG Road, Secunderabad-50003
G S T No. : 36AAHCG4940K1ZC

Supplier Details

Summit Sales LLP
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad

GSTIN 36ACQFS2044C1Z7
040-66335551   9618244433

Doc No	85997	13493
Doc Date	01-03-2022	
Quote No	nil	
Quote Date	09-02-2022	
SupplyType	Supply	

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	5092 - Equipment - sports - Nylon cricket nets - other - nos *10' x 100'*	~~30.00~~ 15	2,625.00	0.00	12.00	88,200.00
				Total Order Value . . .		**88,200.00**

Rupees : Eighty Eight Thousand Two Hundred Only.

Terms and Conditions :-

Specification / Brand	Items in sl.no. 1 shall be of 'ICON' brand, double core. Blue HDPE net Border mounted with 12mm Poly Propline yellow colour rope with tie cord. Sl.no. 2- HDPE net with tying rope.
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Next day.
Delivery Location	119, 191 Synergy Square 1 - Phone. -
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 Site use.
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.

APPROVED BY
04 MAR 2022
SOHAM MODI
MANAGING DIRECTOR

Books of accounts verified and no bill ... received ...
Name: Sargul
Sign:
Date: 10/5/22

For MDs APPROVAL

- ☑ High Value/quantity beyond limits.
- ☐ Po/Req. processed-post approval.
- ☐ Approval for technical details/clarification.
- ☐ Replenishing SSLLP stock
- ☐ Other

T.D. Nplu... 1/3/22

For *G V Discovery Center Pvt Ltd*
Authorised Signatory

Name : 01/03/2022

Accepted the above Terms And Conditions
For ***Summit Sales LLP***

Name : ____________________

Date : __/__/____

Requisition Form

Company Name:	G. V. Discovery Centre	Date:	28.02.2022
Site & Phase :	Genopolis	Time:	13:00 Hrs
supplier		Req. No.	13493
Material required before date:	Urgent	ID No.	74239

No	Description	Size	Quantity	Units	Inward No	Date
1	Nylon cricket net	10'x100'	~~20~~ 15	No's		
2						
3						
4	855997					
5						
6						
7						
8						

Remarks: For Site use Purpose

Prepared By:	Brahmam	Approved by	bharath
Sign.& Date	28.02.2022	Sign. & Date	28.02.2022

APPROVED
28 FEB 2022
MINISH PARIKH
MANAGER PROCUREMENT

28 FEB 2022
PROJECT MANAGER

APPROVED BY
04 MAR 2022
SOHAM MODI
MANAGING DIRECTOR