Form for closure of purchase order

| PO no.: | 95224 | PO date: | 20/12/22 | Req. no.: | 170583 | Advice Scan ID | |
|---|---|---|---|---|---|---|---|
| Barcoded PO available | ☑ Y/□ N | Invoice original available | □Y/☑N /□Copy available | | | POD available | □Y/☑ N |
| Data required from site/engineers: | | | | | | | |
| 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: Material not recieved | | | | | | | |
| Notes: 1. Provide details of material received by way of separate attachment. 2. Provide scanned copy of DCs/proof of delivery + PO. 3. Provide copies of invoices if available. 4. This entire set to be scanned and sent to Ravi. | | | | | | | |
| Prepared by: MINISH | | Sign: | | Date: 16/03/2023 | | | |

| Data required from accounts: | | | |
|---|---|---|---|
| ☑ | Checked with E&D for receipt of bills. | | |
| ☑ Bills not received against this PO. | □ Part bill received against this PO. | | □ All bills received against this PO. |
| □ Advance paid against this PO | Amount paid: | | Date of payment: |
| Details of part bill received: | | | |

| Sl. No. | Bill no. | Bill date | Bill amount | Cr. given to supplier |
|---|---|---|---|---|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |

| | | |
|---|---|---|
| Remarks by Accountants: | | |
| Prepared by: Sangeeth | Sign: | Date: 28/3/23 |
| Notes: 1. POs/WOs issued for turnkey works - may have been processed by E&D. Check before filling the above. | | |
| Prepared by: | Sign: | Date: |
| Remarks by Ravi + details of bills to be approved: | | |

| Sl. No. | Bill no. | Bill date | Bill amount | MRN no. |
|---|---|---|---|---|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |

| | | |
|---|---|---|
| Remarks: Metirl not received, so cancel this po. | | |
| Prepared by: Ravi | Sign: | Date: 28/03/23. |

| Advice by MD - action to be taken. | | | |
|---|---|---|---|
| □ Get certified bill from supplier (not original). | | □ Prepare bill in SSLLP for material supplied. | |
| ☑ | Thereafter, prepare advice for credit to supplier and send to Soham for processing. | | |
| ☑ | Close PO | □ | Keep PO open. Material awaited |
| □ | Accounts to be reconciled with supplier. Get supplier's ledger. | | |
| Remarks: | | | |
| Approved by: Soham | Sign: | Date: | |

APPROVED BY
19 MAR 2023
SOHAM MODI
MANAGING DIRECTOR

Form for closure of purchase order dt 09-03-23 ver5.docx

 21-12-2022 11:37:41

# Purchase Order

95224
.12.22 4:23:05

From Company : **Summit Sales LLP**
5-4-187/3&4,II nd floor,MG Road, Secunderabad-500003.
G S T No. : 36ACQFS2044C1Z7

**Supplier Details**

G V Discovery Center Pvt Ltd
Sy no 119, 191, Synergy square 1, Thurkapally, Ranga reddy.

**GSTIN** 36AAHCG4940K1ZC
040-66335551

| | | |
|---|---|---|
| **Doc No** | 95224 | 170583 |
| **Doc Date** | 20-12-2022 | |
| **Quote No** | Nil | |
| **Quote Date** | 20-12-2022 | |
| **SupplyType** | Supply | |

**Kind Attn : Meghna**

Purchase Order for the Supply of following Items.

| | Item Name | Qty | Rate | Dis% | GST | Amount |
|---|---|---|---|---|---|---|
| 1 | 131100 - PLUM-Plumbing - HDPE pipe-6KG/cm2- - 75MM - Mtrs | 150.00 | 110.40 | 0.00 | 18.00 | 19,540.80 |
| | Rupees : Ninteen Thousand Five Hundred Fourty and Paise Eighty Only. | | | | **Total Order Value . . .** | **19,540.80** |

Terms and Conditions :-

| | |
|---|---|
| **Specification /** | All items shall be of Supreme brand/company |
| **Payment Terms** | After Delivery & Production of bill |
| **Tax** | All taxes included in above price. |
| **Delivery Date** | Next Working Day. |
| **Delivery Location** | Summit Housing LLP<br>Cherlapally,Behind Kingston PG college, Hyderabad<br>Phone. 9618244433, Hamendra |
| **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 stock repleenshing Purpose.. |
| **Completion Date** | NA |
| **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 |

Not Recd

For ***Summit Sales LLP***
Authorised Signatory

21/12/2022

Name : ______

Accepted the above Terms And Conditions
For ***G V Discovery Center Pvt Ltd***

Name : ______

Date : __/__/____

| Requisition Form | | | | | | |
|---|---|---|---|---|---|---|
| Company Name: | SSLLP | Date: | 20.12.22 | | | |
| Site & Phase : | SHLLP | Time: | | | | |
| Unit No./Block No. | | | | | | |
| Supplier: | GVDL | Req. No. | 170583 | | | |
| Material required before date: | | ID No. | 82635 | | | |
| S No | Item | Qty required | Qty available at site | Order Qty | Inward No | Inward Date |
| 1 | PLUM3189-Plumbing-HDPE pipe-6KG/cm2--75mm-Mtrs | 150 | 0 | 150 | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | 230 per mtr | | | | | |
| 5 | | | | | | |
| 6 | 20% | | | | | |
| 7 | | | | | | |
| 8 | 18% | | | | | |
| 9 | Transport extra | | | | | |
| 10 | | | | | | |
| Remarks: | For Stock Replenishing Purpose | | | | | |
| | | | | | | |
| | Engineer | Project Manager | | Purchase | | MD |
| Prepared By: | Asha jyothi | | | | | |
| Approved By: | Minish | | | | | |
| Sign & Date: | | | | | | |

PO 95224.

APPROVED
20 DEC 2022
MINISH PARIKH
MANAGER PROCUREMENT