Form for closure of purchase order

Data required from site/engineers:							
PO no.:	94782	PO date:		Req. no.:	206507	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: close .

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
S. Nagamani	[signature]	9/2/23	T. Madhu	[signature]	9/2/23

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:
Bills not received against this PO

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
J. Haripriya	J. Haripriya	17/02/23			

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: Cancel PO

Prepared by	Sign	Date
		[signature]

APPROVED BY
02 MAR 2023
SOHAM [illegible]
MANAGING DIRECTOR

Purchase Order

 07-12-2022 14:15:25

94782
29.11.22 5:48:27

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			
Vyshnavi Enterprises	**Doc No**	94782	206507
24-202, Plot no 303, Maruthi Nagar, Lothkunta, Telangana-36	**Doc Date**	07-12-2022	
	Quote No	Nil	
GSTIN 36BRWPG4506K2ZB	**Quote Date**	06-12-2022	
9948888493 9652997755	**SupplyType**	Supply	

Kind Attn : V. Srinivas

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	712600 - CONS-Consumables - Coffee Powder--Nescafe - 1kg - Packets	5.00	381.35	0.00	18.00	2,249.97
2	712600 - CONS-Consumables - Coffee Powder--Nescafe - 1kg - Packets *Tea powder Nescafe*	5.00	381.35	0.00	18.00	2,249.97
					Total Order Value . . .	**4,499.93**

Rupees : Four Thousand Four Hundred Ninty Nine and Paise Ninty Three Only.

Terms and Conditions :-

Specification /	All items shall be of' Nescafe'brand /company
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 Site office 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

08/12/2022

Name :

Name :

Accepted the above Terms And Conditions

For ***Vyshnavi Enterprises***

Date : __/__/____

Requisition Form						
Company Name:	GVRC					
Site & Phase :	Innopolis	Date:	06.12.2022			
Unit No./Block No		Time:	16:30			
Supplier:						
Material required before date:	08.12.2022	Req. No.	206507			
		ID No.	82204			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	CONS9323-Consumables-Coffee Powder--Nescafe-1kg-Pkts	5		5		
2	CONS9323-Consumables-~~Coffee~~ Tea Powder--Nescafe-1kg-Pkts	5		5		
3						
4						
5						
6						
7						
8						
9						
10						
Remarks:	Towards site office purpose					
	Engineer	Project Manager		Purchase		MD
Prepared By:	P.Sridevi					
Approved By:	T.Madhu					
Sign & Date:	06.12.2022					

PO 94782

450

APPROVED

08 DEC 2022

MINISH PARIKH
MANAGER PROCUREMENT