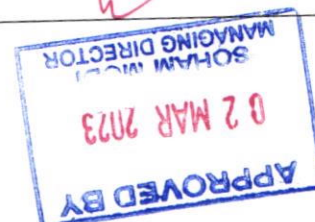


Form for closure of purchase order

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: <u>close</u>					
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. Nagamou	<i>[Signature]</i>	9/2/23	T. Madhu	<i>[Signature]</i>	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:					
<u>Bills not received against this PO</u>					
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	12/02/23			
Advice by MD - action to be taken by purchase:					
☐	Get certified bill from supplier (not original).				
☐	Prepare bill in SLLP 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: <u>Cancel PO</u>					
Prepared by					
Sign					
Date					



Purchase Order

Page(s) T OF T

07-12-2022 14:15:25

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

Accepted the above Terms And Conditions

For **Vyshnavi Enterprises**

Name :

Name : _____

Date : __/__/__

Requisition Form							
Company Name:	GV RC	Date:	06.12.2022				
Site & Phase:	Innopolis	Time:	16.30				
Unit No./Block No							
Supplier:							
Material required before date	08.12.2022	Req. No.	206507				
S No	Item	ID No	82204				
1	CONS9323-Consumables-Coffee Powder--Nescafe-1kg-Pkts	Qty required	5	Qty available at site	5	Order Qty	Inward No
2	CONS9323-Consumables-Coffee Powder--Nescafe-1kg-Pkts		5		5		Inward Date
3	TCA						
4							
5							
6							
7							
8							
9							
10							
Remarks:	Towards site office purpose						
Engineer	Project Manager						
Prepared By:	P. Sridevi						
Approved By:	T. Madhu						
Sign & Date:	06.12.2022						

906 450 + 187

APPROVED
08 DEC 2022
MANISH PARIKH
MANAGER PROCUREMENT

MD