Form for closure of purchase order

Data required from site/engineers:							
PO no.:	88129	PO date:	10/5/22.	Req. no.:	164935	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 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
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. 50%	Amount paid	26,845/-
Remarks by Accountants:	Advance paid 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

Adjust advance paid against other bill

APPROVED BY
02 MAR 2023
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

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88124

27.04.22 12:24:12

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			
Mr. Mohan Ram	**Doc No**	88124	164935
H.no. 1-5-42/1, Indra Nagar, Venkateshwara Temple, Secunderabad - 03.	**Doc Date**	10-05-2022	
	Quote No	NIL	
GSTIN 36CRBPB0826R1Z0	**Quote Date**	06-04-2022	
8125765219	**SupplyType**	Supply	

Kind Attn : Mr. Mohan Ram

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	6039 - Miscellaneous - SS Railing - NA - rft *130 RFT*	130.00	350.00	0.00	18.00	53,690.00
			Total Order Value . . .			**53,690.00**

Rupees : Fifty Three Thousand Six Hundred Ninty Only.

Terms and Conditions :-

Specification / Brand	Quality & Specifications of works shall be as per given in the quotation. SS Pipe - Jindal make & Glass - Saint Gobain/Modi Guard.Prices shall remain fixed(Subject to change in GST) for a period of 6months.
Payment Terms	50% as advance & balance 50% after delivery of all materials & completion of the work.
Tax	All taxes included in above price.
Delivery Date	Within 2days.
Delivery Location	Innopolis Sy no-542, Genome Valley, Thurkapally, Hyderabad, Telangana Phone. Nagamani(Engineer) - 7981951035
Penality For Delay	Bill must be submitted to H.O. within 30days of completion of work. 10% plty on value of order will be deducted for delay in submission of bill.
Transportation Cost	Included in the above price.
Warranty	5years replacement guarantee on all hardware installed. Hardware material should be branded.
Advance Paid	Rs. 26,845/- to be pay vide cheque no. dt.16/05/2022.
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Breakage if any in your a/c. Above order for 5600 F staircase purpose. Fttg charges including in above price.
Completion Date	Work shall be completed in 2days. Penalty of 5% of order value per week shall be levied for delay.
Measurment	Payment will be made as per actual measurement of material received at site.
Security	Supplier shall be responsible for security and storage of material at site.
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.'

APPROVED BY
11 MAY 2022
SOHAM MODI
MANAGING DIRECTOR

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

For *G V Reserch Centers Pvt Ltd*

Authorised Signatory

Name : 10/05/2022

Accepted the above Terms And Conditions

For *Mr. Mohan Ram*

Name : ______

Date : __/__/____

Requisition Form

Company Name:	GV Research Centers Pvt Ltd.	Date:	07.05.2022
Site & Phase:	Innopolis.	Time:	11:30
Supplier	Mahadev steel railing and furniture	Req. No.	164935
Material required before date:		ID No.	

76246

No	Description	Size	Quantity	Units	Inward No	Date
1.	SS Railing	-	130	Rft		
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						

PO 88124

Mayur

APPROVED
10 MAY 2022
MINISH PARIKH
MANAGER PROCUREMENT

Remarks: Towards 5600E stair case purpose

Prepared By	Madhu	Approved by	Mr. Madhu
Sign. & Date	07.05.2022	Sign. & Date	07.05.2022

Note: Kindly raise purchase order on supplier of Mahadev steel railing and furniture.Mangilal(8125244729).