Form for closure of purchase order

PO no.:	91798	PO date:	12/09/22	Req. no.:	206243	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:								

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: Shivani	Sign:	Date:

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: 2308	Date of payment: 16/09/2022

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:	Sign: Arpita Pai	Date: 31-03-23

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: Matl not received so close this P.O.

Prepared by: Ravi	Sign:	Date: 31.03.23

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
- 1 APR 2023
SOHAM MODI
MANAGING DIRECTOR

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

Purchase Order

 12-09-2022 11:29:45

91798
01.09.22 11:03:14

From Company : **G V Reserch Centers Pvt Ltd**
5-4-187/3&4, II nd Floor, Soham Mansion, MG Road, Secunderabad-5
G S T No. : 36AAHCG4562D1ZP

Supplier Details			
NIKI DOORS Plot no 99, Lane 9, Prashanth Nagar, Road no 72, Jubli Hills, Hyderabad, Telangana. **GSTIN** 36AAMPJ0229L1ZL 9866009933 9866009933	**Doc No**	91798	206243
	Doc Date	12-09-2022	
	Quote No	Nil	
	Quote Date	07-09-2022	
	SupplyType	Supply	

Kind Attn : J. Sunil Kumar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	344200 - DOOR-Doors - Flush door-- - 825Wx2025Hmmx32mm - Nos	2.00	1,956.00	0.00	18.00	4,616.16
					Total Order Value . . .	**4,616.16**

Rupees : Four Thousand Six Hundred Sixteen and Paise Sixteen Only.

Terms and Conditions :-

Specification /	All drros will be 2 panel with mango wood frame, 32 mm thickness, filing will be hardwood, masonite skin original both site, Rate per sft is Rs 146/- including GST
Payment Terms	50% Advance balance after delivery
Tax	GST included in the above prices
Delivery Date	With in 10 days
Delivery Location	Innopolis Sy no-542, Genome Valley, Thurkapally, Hyderabad, Telangana Phone. Nagamani(Engineer) - 7981951035
Penality For Delay	Nil
Transportation	Nil
Warranty	One year replacement warranty
Advance Paid	Rs.2,308/-by cheque..........
Other Terms	We reserve the right to reject items not conforming to quality and specifications, Damage is in suppliers account above order is for 5600C 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
12/09/22
Name : ____________

Name : ____________

Accepted the above Terms And Conditions
For ***NIKI DOORS***

Date : __/__/____

Requisition Form							
Company Name:	GVRC						
Site & Phase :	Innopolis 87853	Date:	07.09.2022				
Unit No./Block No		Time	10:00				
Supplier:							
Material required before date:	09.09.2022	Req. No.	206243				
S No	Item	ID No.	79513				
		Qty required	Qty available at site	Order Qty	Inward No	Inward Date	
1	DOOR3442-Doors-Flush door---825Wx2025HMMx32MM-Nos PO: 91798	2		2			
2	HARD5476-Hardware-Cylinderacal Lock--Dorset--Nos — 91755	2		2			
3	HARD1274-Hardware-Ms Hinges---100MM-Nos	6		6			
4							
5							
6							
7							
8							
9							
10							
Remarks:	Towards 5600C purpose.						
	Engineer						
Prepared By:	T Madhu	Project Manager		Purchase		MD	
Approved By:	T.Madhu						
Sign & Date:	07.09.2022	Madhu					

Niki doors.
110 + 18% GST