Form for closure of purchase order

PO no.: 89830	PO date: 08/7/2022	Req. no.: 806005	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: 10/3/2023

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: | Sign: A. Pradhan Rai | 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: Material not received so close this PO

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

 11-03-2023 12:54:16 Original / Office Copy / Purchase Div.Copy

From Company : **G V Reserch Centers Pvt Ltd**
5-4-187/3&4, II nd Floor, Soham Mansion, MG Road, Secunderabad-500003
G S T No. : 36AAHCG4562D1ZP

Supplier Details			
G.P.Buildcon materials	**Doc No**	89830	206005
flat.no.G1, Saisrinivasa towers, Sri puri Colony, Kakaduda, secunderbad	**Doc Date**	08-07-2022	
	Quote No	nil	
GSTIN 36AIZPG8119P1Z9	**Quote Date**	03-06-2022	
9866116375	**SupplyType**	Supply	

Kind Attn : Mr.Pavan

Purchase Order for the Supply of following Items.

	Item Name	**Qty**	**Rate**	**Dis%**	**GST**	**Amount**
1	5215 - Equipment - machinery - Hammer Drill - NA - nOS *drilling machine GBM-220*	1.00	5,750.00	0.00	18.00	6,785.00
2	5028 - Equipment - machinery - Hammering Machine - other - nos *hand cutting machine GWS 750/100*	1.00	2,850.00	0.00	18.00	3,363.00
				Total Order Value . . .		**10,148.00**

Rupees : Ten Thousand One Hundred Fourty Eight Only.

Terms and Conditions :-

Specification /	Item shall be of 'BOSCH MAKE:
Payment Terms	After Delivery & Production of bill
Tax	GST Included
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	1 year from date of purchase against any mfg. defects.
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above for MEP team Purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***G V Reserch Centers Pvt Ltd***

Authorised Signatory

Accepted the above Terms And Conditions

For ***G.P.Buildcon materials***

Date : __/__/____

Name : ____________

Name : ____________

Form for closure of purchase order

Data required from site/engineers:							
PO no.:	89830	PO date:	2/7/22	Req. no.:	206005	Advice Scan ID	
MRN nos. related to PO							

☑	Part material received. ← details.
☐	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 order.

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	S	9/2/23	T. Madhu	Madhu	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:

Prepared by	Sign	Date

Purchase Order

 08-07-2022 16:13:42

89830
29.06.22 2:18:59

From Company : **G V Reserch Centers Pvt Ltd**
5-4-187/3&4, II nd Floor, Soham Mansion, MG Road, Secunderabad-5000
G S T No. : 36AAHCG4562D1ZP

Supplier Details

G.P.Buildcon materials
flat.no.G1, Saisrinivasa towers, Sri puri Colony, Kakaduda, secunderbad

GSTIN 36AIZPG8119P1Z9

9866116375

Doc No	89830	206005
Doc Date	08-07-2022	
Quote No	nil	
Quote Date	03-06-2022	
SupplyType	Supply	

Kind Attn : Mr.Pavan

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	5215 - Equipment - machinery - Hammer Drill - NA - nOS *drilling machine GBM-220*	1.00	5,750.00	0.00	18.00	6,785.00
2	5028 - Equipment - machinery - Hammering Machine - other - nos *hand cutting machine GWS 750/100*	1.00	2,850.00	0.00	18.00	3,363.00
					Total Order Value . . .	**10,148.00**

Rupees : Ten Thousand One Hundred Fourty Eight Only.

Terms and Conditions :-

Specification / Brand	Item shall be of 'BOSCH MAKE:
Payment Terms	After Delivery & Production of bill
Tax	GST Included
Delivery Date	Next Day
Delivery Location	Innopolis Sy no-542, Genome Valley, Thurkapally, Hyderabad, Telangana Phone. Nagamani(Engineer) - 7981951035
Penality For Delay	Nil
Transportation Cost	Transport cost shall be borne by us.
Warranty	1 year from date of purchase against any mfg. defects.
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above for MEP team Purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***G V Reserch Centers Pvt Ltd***

Authorised Signatory

Accepted the above Terms And Conditions

For ***G.P.Buildcon materials***

Date : __/__/

Name : ______

Company Name:	GV Research Centers Pvt Ltd.	Requisition Form Date:	03.06.2022
Site & Phase:	Innopolis.		
Supplier		Time:	16:30
Material required before date:		Req. No.	206005
		ID No.	77021

No	Description	Size	Quantity	Units	Inward No
1	Cutting player	8 INCH	5	No's	297/-
	Nose player	6 inch	4	No's	197/85
	Screwdrivers 2in 1	12 "	6	No's	135/12
	Screwspaner	12"	3	No's	429/-
	Screwspaner	10"	3	No's	315/-
	Screwspaner	8"	3	No's	227/-
	Pipe Wranch	12"	3	No's	294/-
	Monkey player	10"	3	No's	312/-
	Ring spanners	6-27 sizes	2	No's	958/-
	Flat spanners	6-27 sizes	2	No's	442/-
	Box spanners	12-27 size	2	No's	569/-
	magger Maitek.	digital	2	No's	1,890/-
	Clampmeter DIGI.	-	2	No's	1,350/-
	Testers	-	10	No's	49/-
	hammers	250 g	3	No's	172/-
	chisel	1 feet	2	No's	286/-
	drilling machine GBH-220	- 5750/+18%.		No's	89830
	handcutting machine GWS 750/100	- 2,850/+18%.		No's	
	Earth Resistance tester WACO.	-	1	No's	4620/-
	Torch lights	- 1,850/-	1	No's	
	Crimping Tool 1,028/-	0.5 to16 Sqmm	2	No's	
	Crimping Tool 13,398/-	25 to 400 sqmm	2	No's	
	1" Yutley				

APPROVED BY
06 JUN 2022
SOHAM MODI
MANAGING DIRECTOR

Remarks: Towards MEP team purpose.

Prepared By	Akhil	Approved by	Mr. Madhu
Sign. & Date	03.06.2022	Sign. & Date	03.06.2022

06/06/22

For MDs APPROVAL

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