Form for closure of purchase order

Data required from site/engineers:							
PO no.:	87673.	PO date:	23/4/22	Req. no.:	164870	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 purchase 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	[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	5,369/-
Remarks by Accountants:			
10% 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
		MANAGING DIRECTOR SOHAM MODI 02 MAR 2023 APPROVED BY

Adjust advance paid against other bills.

Purchase Order

 26-04-2022 2:22:37 PM

87673
20.04.22 3:07:37

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

Supplier Details

Chouhan Steel Furniture
Plot no. 3, Bapuji Nagar, Near SBI, Bowenpally, Secunderabad - 500011.

7093874548

Doc No	87673	164870
Doc Date	23-04-2022	
Quote No	NIL	
Quote Date	23-04-2022	
SupplyType	Supply	

Kind Attn : Mr. Hiralal Chouhan

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST%	Amount
1	6039 - Miscellaneous - SS Railing - NA - rft 3'	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	10% as advance & balance on delivery of material and receipt of invoice. Advance paid to be proportionately deducted.
Tax	All taxes included in above price.
Delivery Date	Within 3days
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. 16,520/- to be pay vide cheque no. dt.
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 E staircase purpose. Fttg char price.
Completion Date	Work shall be completed within 4days. 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.'

For *G V Reserch Centers Pvt Ltd*

Authorised Signatory

26/04/2022

Name :

Name :

Accepted the above Terms And Conditions

For *Chouhan Steel Furniture*

Date : _/_/_

Estimate

 23-04-2022 11:36:06 AM 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

Chouhan Steel Furniture	**Doc No**	87673	164870
Plot no. 3, Bapuji Nagar, Near SBI, Bowenpally, Secunderabad - 500011.	**Doc Date**	23-04-2022	
	Quote No	NIL	
	Quote Date	23-04-2022	
7093874548	**SupplyType**	Supply	

Kind Attn : Mr. Hiralal Chouhan

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For MDs APPROVAL

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

APPROVED BY
25 APR 2022
SOHAM MODI
MANAGING DIRECTOR

For *G V Reserch Centers Pvt Ltd*

Authorised Signatory

23/04/2022

Name :

Name :

Accepted the above Terms And Conditions

For *Chouhan Steel Furniture*

Date : __/__/____

Requisition Form

Company Name:	GV Research Centers Pvt Ltd.	Date:	18.04.2022
Site & Phase:	Innopolis.	Time:	10:00
Supplier	Mahadev steel railing and furniture	Req. No.	164870
Material required before date:		ID No.	75711

No	Description	Size	Quantity	Units	Inward No	Date
1.	SS Railing	-	130	Rft	350/r	
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						

Estimate 87673.

23/04/2022

Remarks: Towards 5600E stair case purpose

Prepared By	Madhu	Approved by	Mr. Madhu
Sign. & Date	18.04.2022	Sign. & Date	18.04.2022

Note: Mangilal (8125244729)