Form for closure of purchase order

Data required from site/engineers:							
PO no.:	89765	PO date:	7/7/22	Req. no.:	206076	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.	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:

Cancel Po!

Prepared by	Sign	Date

APPROVED BY
02 MAR 2023
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

89765
29.06.22 2:18:57

 07-07-2022 12:35:30 PM

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			
Mr. Mangilal	**Doc No**	89765	206076
Shop no. 5-46/3/G1/G2, Srivani Apartments, Beside Saibaba Temple, Dammaiguda Main Road, Hyderabad - 83	**Doc Date**	07-07-2022	
	Quote No	NIL	
	Quote Date	07-07-2022	
7893726640	**SupplyType**	Supply	

Kind Attn : Mr. Mangilal

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST%	Amount
1	964000-STEL-Steel-Railing-Stainless steel--900Hmm-Rft	220.00	350.00	0.00	18.00	90,860.00
					Total Order Value . . .	**90,860.00**

Rupees : Ninty Thousand Eight Hundred Sixty Only.

Terms and Conditions :-

Specification / Brand	All items shall be of ___ brand/company
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Within ___ days
Delivery Location	Innopolis Sy no-542, Genome Valley, Thurkapally, Hyderabad, Telangana Phone. Nagamani(Engineer) - 7981951035
Penality For Delay	5% penalty for delay in delivery beyond due date. Thereafter, 5% penalty for each week of delay.
Transportation Cost	Included in the above price.
Warranty	Nil
Advance Paid	Nil
Other Terms	Payment will be made only after inspection of material.Above material for 2727 staircase mid landing purpose.
Completion Date	NA
Measurment	Nil
Security	Nil
Remarks	Delivery at GVRC-Turkapally-Contact Person Mr Madhu-9502211499.

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

APPROVED BY
11 JUL 2022
SOHAM MODI
MANAGING DIRECTOR

For *G V Reserch Centers Pvt Ltd*
Authorised Signatory
Name : 07/07/22
Contact ...

Accepted the above Terms And Conditions
For ***Mr. Mangilal***

Name : ______________

Date : __/__/____

Requisition Form						
Company Name:	GVRC					
Site & Phase :	Innopolis	Date:	05.07.2022			
Supplier:	Mahadev steel railing and furniture(mangilal)	Time:	14:40			
Material required before date:	Urgent	Req. No	206076			
S No	Item	ID No.	77781			
		Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	STEL9640-Steel-Railing-Stainless steel--900Hmm-Rft	220	0	220	350/Rft.	
2						
3						
4						
5						
6	PO/89765/					
7						
8						
9						
10						
Remarks:	Towards 2727 staircase mid landings purpose					
	Engineer	Project Manager	Purchase		MD	
Prepared By:	T.Madhu					
Approved By:	Mr.Madhu					
Sign & Date:	05.07.2022	TMadhu				

APPROVED
07 JUL 2022
MINISH PARIKH
MANAGER PROCUREMENT

APPROVED BY
11 JUL 2022
SOHAM MODI
MANAGING DIRECTOR