Form for closure of purchase order

PO no.: 93687	PO date: 07/11/22	Req. no.: 206407	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: [illegible]	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 50%	Amount paid: 34,928	Date of payment: 14/11/2022

Details of part bill received:

Sl. No.	Bill no.	Bill date	Bill amount	Cr. given to supplier
1.	750	28-11-22	59,900	
2.				
3.				

Remarks by Accountants:

Prepared by:	Sign: A. Sudhir Ravi	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: Part bill received against this po. so close this po.

Prepared by: Ravi	Sign: [illegible]	Date: 07/04/23

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
- 8 APR 2023
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

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				
Karunakar Reddy		**Doc No**	93687	206407
8-2-125/120/3A/45, Banjara Hills, Noor Nagar, Road No.10, Hyderabad.		**Doc Date**	07-11-2022	
		Quote No	NIL	
GSTIN 36AKGPR0150G1ZD	NA	**Quote Date**	05-11-2022	
NA	9440407992	**SupplyType**	Supply And Application	

Kind Attn : Mr. Karunakar Reddy

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	795700 - BUIL-Building Material - Cement Fiber Board-- - 150x3000mm - Sqm	50.00	1,184.00	0.00	18.00	69,856.00
					Total Order Value . . .	**69,856.00**

Rupees : Sixty Nine Thousand Eight Hundred Fifty Six Only.

Terms and Conditions :-

Specification /	Items shall be of V-Plank brand cement fiber board. 8mm thick.
Payment Terms	50% as advance & balance 50% on completion of work.
Tax	All taxes included in above price.
Delivery Date	Within 6days.
Delivery Location	Innopolis Sy no-542, Genome Valley, Thurkapally, Hyderabad, Telangana Phone. Nagamani(Engineer) - 7981951035
Penality For Delay	Nil
Transportation	Included in the above price.
Warranty	Nil
Advance Paid	Rs.34,928/- by RTGS/NEFT
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for 2727 block west elevation purpose.
Completion Date	Work shall be completed within 7 working days from the date of the work order.
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

Name : 11/11/22

Accepted the above Terms And Conditions

For ***Karunakar Reddy***

Name :

Date : __/__/____

Estimate/Draft PO

 10-11-2022 13:25:17 Origi

93687
01.11.22 2:52:16

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			
Karunakar Reddy 8-2-125/120/3A/45, Banjara Hills, Noor Nagar, Road No.10, Hyderabad.	**Doc No**	93687	206407
	Doc Date	07-11-2022	
	Quote No	NIL	
GSTIN 36AKGPR0150G1ZD NA	**Quote Date**	05-11-2022	
NA 9440407992	**SupplyType**	Supply And Application	

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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
10 NOV 2022
SOHAM MODI
MANAGING DIRECTOR

For *G V Reserch Centers Pvt Ltd*
Authorised Signatory
10/11/22
Name : ______

Name : ______

Accepted the above Terms And Conditions
For *Karunakar Reddy*

Date : __/__/____

Contact ...

Requisition Form

Company Name:	GVRC	Date:	05.11.2022
Site & Phase :	Innopolis	Time:	16:30
Unit No./Block No.			
Supplier:	Karunakar Reddy	Req. No.	206407
Material required before date:	07.11.2022	ID No.	81259

S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	BUIL7957-Building Material-Cement Fiber Board---150x3000MM-Sqm	50		50		
2						
3						
4						
5						
6						
7						
8						
9						
10						

P0093687

Remarks:	Towards 2727 block west elevation purpose			
	Engineer	Project Manager	Purchase	MD
Prepared By:	V Ramesh			
Approved By:	T.Madhu			
Sign & Date:	05.11.2022	Mupu		

APPROVED
08 NOV 2022
MINISH PARIKH
MANAGER PROCUREMENT