Form for closure of purchase order

PO no.: 96321	PO date: 20/01/22	Req. no.: 206681	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: close PO	

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: 18/04/22

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: Bills not received against this Po.

Prepared by: J. Haripriya	Sign: J. Haripriya	Date: 21/04/23

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: M het not received so close this Po.

Prepared by: Ravi	Sign:	Date: 24/4/23

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
25 APR 2023
SOHAM MODI
MANAGING DIRECTOR

 20-01-2023 11:59:24

Purchase Order

96321
10.01.23 4:03:11

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

Supplier Details

Summit Sales LLP-GVDC
5-4-187/3&4, II nd Floor, MG Road, Secunderabad.

GSTIN 36AAHCG4940K1ZC
040-66335551 040-66335551

Doc No	96321	206681
Doc Date	20-01-2023	
Quote No	NIL	
Quote Date	18-01-2023	
SupplyType	Supply	

Kind Attn : Meghana

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 264100 - HARD-Hardware - Washers-MS flat Washer- - 10MMIDX20MMODX2MM - Kgs	1.00	144.00	0.00	18.00	169.92
				Total Order Value . . .	**169.92**

Rupees : One Hundred Sixty Nine and Paise Ninty Two Only.

Terms and Conditions :-

Specification /	All items shall be of ___ brand/company
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Within 2 days
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	Nil
Advance Paid	NIL
Other Terms	We reserve the right to reject items not conforming quality nad specifications..Above material for plumbing at 4545 work purpose.
Completion Date	NA
Measurment	Nil
Security	Nil
Remarks	Nil

For *G V Reserch Centers Pvt Ltd*
Authorised Signatory

Name : 20/01/2023

Accepted the above Terms And Conditions
For *Summit Sales LLP-GVDC*

Name : ____________ Date : __/__/____

Requisition Form						
Company Name:	GVRC					
Site & Phase :	Innopolis	Date:	18.01.2023			
Unit No./Block No.		Time:	15:25			
Supplier:						
Material required before date:	Urgent	Req. No	206681			
		ID No.	83548			
S No	**Item**	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	PLUM7319-Plumbing-GI Ball Valve---12mm-Nos	12	0	12		
2	PLUM5709-Plumbing-GI Nipple-B Class--50X75mm-Nos	24	0	24		
3	PLUM1543-Plumbing-CPVC FABT---20x15mm-Nos	10	0	10		
4	PLUM4055-Plumbing-CPVC Union---32mm-Nos PO :- 96306	6	0	6		
5	PLUM9461-Plumbing-PVC SWR-Solvent Solution--500ml-Nos	6	0	6		
6	PLUM1447-Plumbing-CPVC Solution---500gms-Nos	6	0	6		
7	HARD2155-Hardware-Bombay Nails ---62.50mm-Kgs	10	0	10		
8	PLUM8268-Plumbing-CPVC End cap---20mm-Nos	50	0	50		
9	HARD5832-Hardware-Washers-MS flat Washer--10mmIDX20mmODX2mm-Kgs PO:- 96321	1	0	1		
10	PLUM4860-Plumbing-PVC SWR-End Cap Plain--110mm-Nos	30	0	30		
Remarks:	Towards 4545 rain water line purpose purpose					
	Engineer	Project Manager		Purchase		MD
Prepared By:	Mr.Madhu					
Approved By:	Mr.MAdhu		20 JAN 2023			
Sign & Date:	18.01.2023					

APPROVED
MINISH PARIKH
MANAGER PROCUREMENT