Form for closure of purchase order

PO no.	97269	PO date	17/02/23	Req no	21/5-13	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		Material not received
☐ Part material received	☐ Full material 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: cancel this Po.

Notes: 1. Provide details of material received by way of separate attachment. 2. Provide scanned copy of DC/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: 18/04/2023

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: Bills not received against this PO

Prepared by: J. Hauputya	Sign: J. Hauputya	Date: 23/04/23

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: Material not received so close this Po.

Prepared by: Ravi	Sign:	Date: 27/4/23.

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
29 APR 2023
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

Original / Office Copy / Purchase Div.Copy

-02-2023 11:34:55

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

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

GSTIN 36AAHCG4940K17C
040-66335551 040-66335551

Doc No	97269	212573
Doc Date	17-02-2023	
Quote No	Nil	
Quote Date	17-02-2023	
SupplyType	Supply	

Kind Attn : Meghana

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	202800 - STEL-Steel - MS L Angle-6mtrs- - 25X25X6mm - Nos *14kgs per length*	10.00	973.00	0.00	18.00	11,481.40
					Total Order Value . . .	**11,481.40**

Rupees : Eleven Thousand Four Hundred Eighty One and Paise Fourty 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	Next Day.
Delivery Location	Innopolis Sy no-542, Genome Valley, Thurkapelly, Hyderabad, Telangana Phone. Nagamani(Engineer) - 7981951035
Penality For Delay	Nil
Transportation Cost	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	NIL
Other Terms	Payment will be made only after inspection of material.Above material for site DB Bo fabrication purpose.
Completion Date	NA
Measurment	Nil
Security	Nil
Remarks	collect from SSLLP-GVDC Stores

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

Authorised Signatory

Accepted the above Terms And Conditions

For ***Summit Sales LLP-GVDC***

Name : __________________ Name : __________________ Date : __/__/____

Purchase Order

 20-02-2023 14:43:14

97269
08.02.23 3:48:30

Div.Copy

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

Supplier Details			
Summit Sales LLP-GVDC	**Doc No**	97269	212573
5-4-187/3&4, II nd Floor, MG Road, Secunderabad.	**Doc Date**	17-02-2023	
	Quote No	Nil	
GSTIN 36AAHCG4940K1ZC	**Quote Date**	17-02-2023	
040-66335551 040-66335551	**SupplyType**	Supply	

Kind Attn : Meghana

Purchase Order for the Supply of following Items.

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Other Terms	Payment will be made only after inspection of material.Above material for site DB Bo fabrication purpose.
Completion Date	NA
Measurment	Nil
Security	Nil
Remarks	collect from SSLLP-GVDC Stores

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

Authorised Signatory

20/02/2023

Name :

Accepted the above Terms And Conditions

For ***Summit Sales LLP-GVDC***

Name : ____________

Date : __/__/____

Requisition Form						
Company Name:	GVRC	Date:	17-02-2023			
Site & Phase :	INNOPOLISE	Time:	14:25			
Unit No./Block No.						
Supplier:	GVDC-SSLLP	Req. No.	212573			
Material required before date:		ID No.	84415			
S No	Item 2028	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	STEL2583-Steel-MS L Angle-6mtrs--25X25X6mm-Nos	10		10		
2						
3						
4						
5						
6						
7						
8						
9						
10						
Remarks:	Towards site DB Box fabrication purpose					
	Engineer					
Prepared By:	akhil	Project Manager		Purchase		MD
Approved By:	madhu sir					
Sign & Date:						

PO0897269.

APPROVED
20 FEB 2023
MINISH PARIKH
MANAGER PROCUREMENT