Form for closure of purchase order

PO no.:	97831	PO date:	14/03/23	Req. no.:	212643	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: open 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: 18/04/2023

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: 21832/-	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: Advance paid against this PO

Prepared by: J.Haripriya	Sign: J.Haripriya	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.			open	
3.				

Remarks: Matl 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

12-04-2023 15.57.29

...pany : **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

Deesawala rubber industries
5-5-65/S-12A,S.A Trade Center ,Ranigunj, Secunderabad-500003,plot no.10/1,Road No.D,I.DA.Balanagar ,Hyderabad-500037

GSTIN 36AAGFM6210Q1ZY
040-40205719 9041421442

Doc No	97831	212643
Doc Date	14-03-2023	
Quote No	NIL	
Quote Date	04-03-2023	
SupplyType	Supply	

Kind Attn : Vaibhav Sharma

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	537000 - MISC-Miscellaneous - Rubber Mat-- - NA - Nos *Rubber Gasket 1mtrx2mtr x4mm*	2.00	1,200.00	0.00	18.00	2,832.00
					Total Order Value . . .	**2,832.00**

Rupees : Two Thousand Eight Hundred Thirty Two Only.

<u>Terms and Conditions :-</u>

Specification /	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	Nil
Delivery Date	With in 4 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 and specifications.Above order for 4545 chiller MEP works purpose.
Completion Date	NA
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

Accepted the above Terms And Conditions

For ***Deesawala rubber industries***

Date : __/__/____

Name : ____________

Name : ____________

Purchase Order

 14-03-2023 14:04:06

97831
16.02.23 5:22:54

From Company : **G V Reserch Centers Pvt Ltd**
5-4-187/3&4, II nd Floor, Soham Mansion, MG Road, Secunderabad-50
G S T No. : 36AAHCG4562D1ZP

Supplier Details			
Deesawala rubber industries 5-5-65/S-12A,S.A Trade Center ,Ranigunj, Secunderabad-500003,plot no.10/1,Road No.D,I.DA.Balanagar ,Hyderabad-500037	**Doc No**	97831	212643
	Doc Date	14-03-2023	
GSTIN 36AAGFM6210Q1ZY	**Quote No**	NIL	
040-40205719 9041421442	**Quote Date**	04-03-2023	
	SupplyType	Supply	

Kind Attn : Vaibhav Sharma

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	537000 - MISC-Miscellaneous - Rubber Mat-- - NA - Nos *Rubber Gasket 1mtrx2mtr x4mm*	2.00	1,200.00	0.00	18.00	2,832.00
					Total Order Value . . .	**2,832.00**

Rupees : Two Thousand Eight Hundred Thirty Two Only.

Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	Nil
Delivery Date	With in 4 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 and specifications.Above order for 4545 chiller MEP works purpose.
Completion Date	NA
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 Resech Centers Pvt Ltd*

Authorised Signatory

14/03/2023

Name :

Accepted the above Terms And Conditions

For *Deesawala rubber industries*

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	GVRC	Date	04-03-2023			
Site & Phase	INNOPOLIS	Time	10:00			
Unit No /Block No						
Supplier:		Req. No	212643			
Material required before date:	URQUENT	ID No	84863			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	MISC5370-Miscellaneous-Rubber ~~Mat~~----Nos gascat (1m x 2m x 4mm)	2	0	2		
2						
3	Deesawala					
4						
5	PO097831					
6	97822					
7						
8						
9						
10						
Remarks:	4545 chiller mep works.					
		Project Manager		Purchase		MD
	Engineer					
Prepared By:	N.SAI SHIVANI					
Approved By:	Ramesh reddy	03-03-2023				
Sign & Date:						

APPROVED
14 MAR 2023
MINISH PARIKH
MANAGER PROCUREMENT