Form for closure of purchase order

PO no.: 97694	PO date: 28/2/23		Req. no.: 212624		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: 18/04/2023

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. Hauipuiya	Sign: J. Hauipuiya	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

04-03-2023 10:31:43

Original / Office Copy / Purchase Div.Copy

mpany : **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 36ACQFS2044C1Z7 040-66335551 040-66335551	**Doc No**	97694	212624
	Doc Date	28-02-2023	
	Quote No	NIL	
	Quote Date	25-02-2023	
	SupplyType	Supply	

Kind Attn : Meghana

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	406600 - HARD-Hardware - Wedge Anchor bolt-- - 12mm - Nos	200.00	19.00	0.00	18.00	4,484.00
					Total Order Value . . .	**4,484.00**

Rupees : Four Thousand Four Hundred Eighty Four Only.

Terms and Conditions :-

Specification / Brand	All items shall be of Jindal/ Apollo 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, Thurkapally, Hydarabad, 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	we reserve the right to reject items not conforming quality and specifications Above order for fire hydrant duct work purpsoe.
Completion Date	NA
Measurment	Nil
Security	Nil
Remarks	Meteriel 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

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97694
16.02.23 5:15:18

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

Supplier Details			
Summit Sales LLP-GVDC	**Doc No**	97694	212624
5-4-187/3&4, II nd Floor, MG Road, Secunderabad.	**Doc Date**	28-02-2023	
	Quote No	NIL	
GSTIN 36AAHCG4940K1ZC	**Quote Date**	25-02-2023	
040-66335551 040-66335551	**SupplyType**	Supply	

Kind Attn : Meghana

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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 fire hydrant duct work purpsoe.
Completion Date	NA
Measurment	Nil
Security	Nil
Remarks	Material Collect from SSLLP-GVDC Stores

For *G V Reserch Centers Pvt Ltd*

Authorised Signatory

Name : 02/03/2023

Name : ____________________

Accepted the above Terms And Conditions

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

Date : __/__/____

	…RC					
	INNOPOLIS	Date:	25-02-2023			
…nit No./Block No.		Time:	13:08			
Supplier:	SSLLP-GVDC					
Material required before date:	URGENT	Req. No.	212624			
S No	Item	ID No.	84773.			
		Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	HARD4066-Hardware-Wedge Anchor bolt---12mm-Nos	200	0	200		
2						
3						
4						
5						
6						
7						
8						
9						
10						
Remarks:	TOWARDS FIRE HYDRANT DUCT WORK					
	Engineer	Project Manager	Purchase		MD	
Prepared By:	Mohd Zainul					
Approved By:	Madhu					
Sign & Date:	25-02-2023					

PO 0097694.

APPROVED
01 MAR 2023
MINISH PARIKH
MANAGER PROCUREMENT