Form for closure of purchase order

| PO no.: 96693 | PO date: 31.01.23 | Req. no.: 195151 | 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: Tanya.N | Sign: [signature] | Date: 10/4/23 | | |

| | | |
|---|---|---|
| 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: Bill not received | | |
| Prepared by: R.Vinod | Sign: RVinod [signature] | Date: 15.04.23 |
| 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: [signature] | Date: 17/4/23 | |
| 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 17 APR 2023 SOHAM MODI MANAGING DIRECTOR | |

| Requisition Form | | | | | | |
|---|---|---|---|---|---|---|
| Company Name: | Crescentia Labs Pvt Ltd | | | | | |
| Site & Phase : | GV One | Date: | 31.01.23 | | | |
| Unit No /Block No. | | Time: | 13:00 | | | |
| Supplier: | | | | | | |
| Material required before date: | | Req. No. | 195151 | | | |
| | | ID No. | | | | |
| S No | Item | Qty required | Qty available at site | Order Qty | Inward No | Inward Date |
| 1 | GENE1226-General Items-Helmets Labour Male---Nos | 40 | | 40 | | |
| 2 | GENE3689-General Items-Safety Shoe Male---No 7-Nos | 15 | | 15 | | |
| 3 | GENE2419-General Items-Safety Shoe Male---No 8-Nos | 15 | | 15 | | |
| 4 | GENE9460-General Items-Safety Jackets-orange---Nos | 50 | | 50 | | |
| 5 | GENE7265-General Items-Safety Hand Gloves---STD-Pairs | 20 | | 20 | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |
| Remarks | Site safety use purpose. | | | | | |
| | | | | | | |
| | Engineer | Project Manager | | Purchase | | MD |
| Prepared By: | Ansari | | | | | |
| Approved By: | Subba Reddy | | | | | |
| Sign & Date: | 31/01/2023 | | | | | |

# Purchase Order

Original / Office Copy / Purchase Div Copy

From Company : **Crescentia Labs Pvt Ltd**
Plot No.15-B, MN Park Phase-I, Sy No.230 to 243, Turkapally Village, Shameerpet Mandal, Medchal Malkajigiri (D).
G S T No. : 36AADCB2608M1ZO

**Supplier Details**

Global Safety Solutions
5-5-48, Ramgunj, secunderbad

**GSTIN** 36AAOFG9573A1Z5

9502555088/9581228898

| | | |
|---|---|---|
| **Doc No** | 96693 | 195151 |
| **Doc Date** | 31-01-2023 | |
| **Quote No** | Nill | |
| **Quote Date** | 31-01-2023 | |
| **SupplyType** | Supply | |

**Kind Attn : Mr.Qasim Hussain/AQ Shakir**

Purchase Order for the Supply of following Items.

| Item Name | Qty | Rate | Dis% | GST | Amount |
|---|---|---|---|---|---|
| 1 661600 - GENE-General Items - Safety Hand Gloves-- - STD - pair | 20.00 | 115.00 | 0.00 | 5.00 | 2,415.00 |
| Rupees : Two Thousand Four Hundred Fifteen Only. | | **Total Order Value . . .** | | | **2,415.00** |

Terms and Conditions :-

| | |
|---|---|
| Specification / Brand | All items shall be of ___ brand/company |
| Payment Terms | After Delivery & Production of bill |
| Tax | Inclusive of all taxes |
| Delivery Date | Next Day |
| Delivery Location | G V One<br>Plot No.15-B, MN Park Phase-I, Sy No. 230 to 243, Turkapally Village, Shameerpet mandal, Medchal Malkajigiri (D)<br>Phone |
| Penality For Delay | Nil |
| Transportation Cost | Transportation Extra |
| Warranty | Nil |
| Advence Paid | Nil |
| Other Terms | We reserve the right to reject items not conforming to quality and specifications. Above order forsite safety use purpose |
| Completion Date | Nil |
| 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 invoice must be |

For **Crescentia Labs Pvt Ltd**
Authorised Signatory

Accepted the above Terms And Conditions
For **Global Safety Solutions**

Name : ____________

Name : ____________

Date : __/__/____

# Purchase Order

 01-02-2023 15:19:48 Copy

96693
28.01.23 12:54:53

From Company : **Crescentia Labs Pvt Ltd**
Plot No.15-B, MN Park Phase-I, Sy No.230 to 243, Turkapally Vill
Malkajigiri (D).
G S T No. : 36AADCB2608M1ZO

| **Supplier Details** | | | |
|---|---|---|---|
| Global Safety Solutions | **Doc No** | 96693 | 195151 |
| 5-5-48, Ranigunj, secunderbad | **Doc Date** | 31-01-2023 | |
| | **Quote No** | Nill | |
| **GSTIN** 36AAOFG9573A1Z5 | **Quote Date** | 31-01-2023 | |
| 9502555088/9581228898 | **SupplyType** | Supply | |

**Kind Attn : Mr.Qasim Hussain/AQ Shakir**

Purchase Order for the Supply of following Items.

| | Item Name | Qty | Rate | Dis% | GST | Amount |
|---|---|---|---|---|---|---|
| 1 | 661600 - GENE-General Items - Safety Hand Gloves-- - STD - pair | 20.00 | 115.00 | 0.00 | 5.00 | 2,415.00 |
| | | | | | **Total Order Value . . .** | **2,415.00** |

Rupees : Two Thousand Four Hundred Fifteen Only.

Terms and Conditions :-

| | |
|---|---|
| **Specification /** | All items shall be of ___ brand/company |
| **Payment Terms** | After Delivery & Production of bill |
| **Tax** | Inclusive of all taxes |
| **Delivery Date** | Next Day. |
| **Delivery Location** | G V One<br>Plot No.15-B, MN Park Phase-I, Sy No. 230 to 243, Turkapally Village, Shameerpet mandal, Medchal Malkajigiri (D)<br>Phone. . |
| **Penality For Delay** | Nil |
| **Transportation** | Transportation Extra. |
| **Warranty** | Nil |
| **Advance Paid** | Nil |
| **Other Terms** | We reserve the right to reject items not conforming to quality and specifications. Above order forsite safety use purpose . |
| **Completion Date** | Nil |
| **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 invoice must be |

For *Crescentia Labs Pvt Ltd*

Authorised Signatory

03/02/2023

Name : ______

Accepted the above Terms And Conditions

For *Global Safety Solutions*

Name : ______

Date : __/__/____

| Requisition Form | | | | | | |
|---|---|---|---|---|---|---|
| Company Name: | Crescentia Labs Pvt Ltd | Date: | 31.01.23 | | | |
| Site & Phase : | GV One | Time: | 13:00 | | | |
| Unit No./Block No. | | | | | | |
| Supplier: | | Req. No. | 195151 | | | |
| Material required before date: | | ID No. | 88898 | | | |
| S No | Item | Qty required | Qty available at site | Order Qty | Inward No | Inward Date |
| 1 | GENE1226-General Items-Helmets Labour Male----Nos | 40 | | 40 | | |
| 2 | GENE3689-General Items-Safety Shoe Male---No 7-Nos | 15 | | 15 | | |
| 3 | GENE2419-General Items-Safety Shoe Male---No 8-Nos | 15 | | 15 | | |
| 4 | GENE9460-General Items-Safety Jackets-orange---Nos | 50 | | 50 | | |
| 5 | GENE7265-General Items-Safety Hand Gloves---STD-Pairs PO8096693. | 20 | | 20 | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |
| Remarks: | Site safety use purpose. | | | | | |
| | | | | | | |
| | Engineer | Project Manager | APPROVED | Purchase | | MD |
| Prepared By: | Ansari | | 03 FEB 2023 | | | |
| Approved By: | Subba Reddy | | | | | |
| Sign & Date: | 31/01/2023 | | MINISH PARIKH MANAGER PROCUREMENT | | | |