

Form for closure of purchase order

Data required from site/engineers:					
PO no.:	81569			PO date:	9/09/21
Req. no.:	163947			Req. date:	01/10/21
Material received	☐ Part ☐ Full (nil)			MRN nos.:	
If material partially delivered then can balance material be ordered by new requisition/PO	☒ No further material required and PO can be closed. ☐ No material cannot be ordered by new PO. ☐ PO can be closed and balance material can be ordered by new requisition.			Can PO be closed?	☒ Yes ☐ No
Remarks by engineer: — cancel — (Material not received) Cancel the PO.					
Notes: 1. Provide details of material received by way of separate attachment. 2. Provide hardcopy of DCs/proof of delivery + PO. 3. Provide copies of invoices if available. 4. This entire set to be sent by way of hard copy to Ashaiya.					
Prepared by	Sign	Date	Project manager	Sign	Date
Sridevi	[Signature]	4/3/22			
Data required from accounts:					
Are any bills received wrt to this PO.			☐ Yes for full PO ☐ Yes for part of PO ☒ No.		
Scan ID nos. of advice for credit to supplier					
Remarks by Accountants:					
Notes: 1. Accountants to attach hard copy of purchase voucher.					
Prepared by	Sign	Date	Accounts manager (approval required for PO more than 10k)	Sign	Date
	P. J. [Signature]	5-3-22			
Action taken by purchase:					
Status of PO			☐ PO closed and email sent to supplier. ☐ PO open material awaited.		
Status of proof of delivery:			☐ Proof of delivery received. ☐ Proof of delivery not available with site or purchase.		
Original barcoded PO available			☐ Yes		
			☐ No – certified copy received from accounts.		
Original bill available			☐ Yes		
			☐ No – certified copy obtained from supplier.		
Supplier's ledger available			☐ Yes		
			☐ No		
Advice for credit to supplier			☐ Prepared for entire PO ☐ Part of PO and PO closed. ☐ Prepared for part of PO and balance material awaited.		
Remarks by purchase:					
Prepared by	Sign	Date	Purchase manager	Sign	Date
				nnn	
Notes: 1. Purchase to attach hard copies of 'advice for credit to supplier'. 2. In case advice for payment to supplier cannot be prepared (material not delivered or other reasons) attach this note to original PO, original requisition, original bill and proof of delivery and send to MD.					

Purchase Order

Original / Office Copy / Purchase Div.Copy

Reserch Centers Pvt Ltd
3-4-187/3&4, II nd Floor, Soham Mansion, MG Road, Secunderabad-500003
G S T No. : 36AAHCG4562D1ZP

Supplier Details

Sri Raja Rajeshwara Traders
Shop No. 18, Hyderi complex, Ranigunj, Sec-Bad -500 003

GSTIN 36AEPPP5662Q1ZF
76363915

27718915.

9246363915

Doc No	81569	163947
Doc Date	09-09-2021	
Quote No	Nil	
Quote Date	01-09-2021	
SupplyType	Supply	

Kind Attn : Mr. Rajeshwar

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 6024 - Miscellaneous - GI -Wire - other - kgs 8 guage	15.00	90.00	0.00	18.00	1,593.00
Total Order Value . . .					1,593.00

Supers : One Thousand Five Hundred Ninty Three Only.

Terms and Conditions :-

Specification / Brand	All items shall be of VSP brand, a bundle contains approx weight of 48-50 kgs and 400 mtrs of length in a bundle.
Payment Terms	After Delivery & Production of bill
Tax	Included in above prices
Delivery Date	Next Day.
Delivery Location	Innapolis Sy no-542, Genome Valley, Thurkapally, Hyderabad, Telangana Phone. Mr. Sanjay - 9502288244
Penalty 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 to quality and specifications. Above order is for lifts bulk head purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	Nil

For G V Reserch Centers Pvt Ltd
Authorised Signatory

Accepted the above Terms And Conditions
For Sri Raja Rajeshwara Traders

Name : _____

Name : _____

Date : __/__/__

Purchase Order



81569

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From Company : **G V Reserch Centers Pvt Ltd**
5-4-187/3&4, II nd Floor, Soham Mansion, MG Road, Secunderabad-500005
G S T No. : 36AAHCG4562D1ZP

Supplier Details

Sri Raja Rajeshwara Traders
Shop No. 18, Hyderi complex, Ranigunj, Sec-Bad -500 003

GSTIN 36AEPPP5662Q1ZF
276363915

27718915.

9246363915

Doc No	81569	163947
Doc Date	09-09-2021	
Quote No	Nil	
Quote Date	01-09-2021	
SupplyType	Supply	

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Transportation	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order is for lifts bulk head purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	Nil

Books of accounts verified and
no bills wrt this PO were
received by accounts
Name: A. Balakrishna Raju.
Sign: A. Balakrishna Raju
Date: 3-3-22

CANCELLED

PO -
L
5/3/22

For **G V Reserch Centers Pvt Ltd**

Authorised Signatory

Name :

Accepted the above Terms And Conditions

For **Sri Raja Rajeshwara Traders**

Date : _/_/_

Name : _____