

Form for closure of purchase order

Data required from site/engineers:

PO no.:	81567	PO date:	9/10/21
Req. no.:	163677	Req. date:	31/07/21
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 the po. (Material Not Received)

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
Sidwi	[Signature]	4/3/22	T. MATHO	Nadun	4/8/22

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:

75%. Advance paid against this po
But Bill not Recd

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
A. 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.

CANCELLED

PO -

h
5/3/22

Purchase Order

11-10-2021 10:22:55

Original / Office Copy / Purchase Div.Copy

Company : **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

Prime power services PVT LTD

Flat no:3 slab no:2 jaya building lalithanagar colony west maredpally
sed:500026

GSTIN 36AAKCP8920D1ZB

7731073329

Doc No	81567	163677
Doc Date	09-10-2021	
Quote No	Nil	
Quote Date	09-10-2021	
SupplyType	Supply	

Kind Attn : Mr.Kalyan

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 4075 - Consumables - Filter - NA - Nos Oil filter	2.00	303.00	0.00	0.00	606.00
2 4075 - Consumables - Filter - NA - Nos Fuel Filter	2.00	234.00	0.00	0.00	468.00
3 2289 - Carpentry - other - Washers - NA - nos Sump banjo washer	2.00	15.00	0.00	0.00	30.00
4 2289 - Carpentry - other - Washers - NA - nos Fuel banjo washer	4.00	16.00	0.00	0.00	64.00
5 4075 - Consumables - Filter - NA - Nos Outer air filter	1.00	685.00	0.00	0.00	685.00
6 4075 - Consumables - Filter - NA - Nos Safety air filter	1.00	529.00	0.00	0.00	529.00
7 4092 - Consumables - Others-Oil - NA - Ltrs Engine oil	13.50	299.00	0.00	0.00	4,036.50
8 4087 - Consumables - Coolant - NA - ltrs	6.00	202.00	0.00	0.00	1,212.00
9 6213 - Miscellaneous - Annual Maintenance Contract - NA - Nos Mahindra DG Set 25 KVA, 2 oil services, 6 general visits and 3 break down visits in a year	1.00	15,000.00	0.00	0.00	15,000.00
Total Order Value . . .					22,630.50

Rupees : Twenty Two Thousand Six Hundred Thirty and Paise Fifty Only.

Terms and Conditions :-

Specification / Brand	Servicing of DG Set 25 KVA, along with consumables, with AMC
Payment Terms	70% Advance balance after 6 months
Tax	Included in the above prices
Delivery Date	With in one week
Delivery Location	Innopolis Sy no-542, Genome Valley, Thurkapally, Hyderabad, Telangana Phone. Mr. Sanjay - 9502288244
Penalty For Delay	Nil
Transportation Cost	Nil
Warranty	Nil
Advance Paid	Rs. 15,500-00, by cheque.....dated.....

Accepted the above Terms And Conditions
For **Prime power services PVT LTD**

For **G V Reserch Centers Pvt Ltd**

Authorised Signatory

Date : _/_/_

Name : _____

Name : _____

Purchase Order



81567

08.10.21 5:17:53

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09-Oct-21 2:58:20 PM

From Company : **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

Prime power services PVT LTD
Flat no:3 slab no:2 jaya building lalithanagar colony west maredpally
sed:500026

GSTIN 36AAKCP8920D1ZB

7731073329

Doc No	81567	163677
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Payment Terms 70% Advance balance after 6 months
Tax Included in the above prices
Delivery Date With in one week
Delivery Location Innopolis
Sy no-542, Genome Valley, Thurkapally, Hyderabad, Telangana
Phone. Mr. Sanjay - 9502288244
Penalty For Delay Nil
Transportation Cost Nil
Warranty Nil

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

AMC
CANCELLED
518122

For **G V Reserch Centers Pvt Ltd**

Authorised Signatory

Name : _____

Accepted the above Terms And Conditions

For **Prime power services PVT LTD**

Name : _____

Date : __/__/__

Purchase Order

Page(s) 2 Of 2

09-Oct-21 2:58:20 PM

Original / Office Copy / Purchase Div.Copy

Advance Paid

Rs. 15,500-00, by cheque.....dated.....

Other Terms

We reserve the right to reject items not conforming to quality and specifications, Above order is for 25, KVA DG set, servicing and AMC, purpose

Completion Date

Nil

Measurment

Nil

Security

Nil

Remarks

Nil

For **G V Reserch Centers Pvt Ltd**

Authorised Signatory


Name : _____

Accepted the above Terms And Conditions

For **Prime power services PVT LTD**

Name : _____

Date : __/__/__