Form for closure of purchase order

Data required from site/engineers:			
PO no.:	81863	PO date:	20/10/21
Req. no.:	13377	Req. date:	14/10/21
Material received	□ Part ☑ Full	MRN nos.:	98422
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:	full Material Recieved.		

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
J. Soundarya	[signature]	4/3/22	Bharat Varur	[signature]	04/03/2022

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	90492
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
	[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.

close PO
5/3

DELIVERY CHALLAN

REFLECTIONS ELECTRICALS PVT. LTD.
Bright Ideas
5-4-187/7, M.G. Road, R.P. Road & M.G. Road Junction, Ranigunj, Secunderabad - 500003
Phone : 040 - 27543785, 97055 77776
GST No. : 36AADCR2047Q1ZZ

M/s. G.V. Discovery centre pvt Ltd.
Site : Synergy [illegible]
Hyderabad.

Date: 25/10/21 No.: 662

Invoice No.........................No.of Cases ....Date....................Way Bill No............................

S. No.	Description of Material	Qty.	No. of Boxes	No. PCS in Each Box	Remarks
	Doc NO : 8	1863/	13377	dt 20/10/	21.
1	Isolator 63A FP	04	Nos		Invoice
					No: 2512
2.	MCB 16A SPC	10	Nos.		dt
					25/10/21

INWARD
Inward No: 905 Dt: 26/10/21
MRN No: 98022 Dt: 12:30
Received By: Sign
Genome Valley Discovery Center Pvt. Ltd.

Received the above material in Good condition

For REFLECTIONS ELECTRICALS PVT. LTD.

Received by

Authorised Signatory

TAX INVOICE

Reflections Electricals Pvt Ltd.
5-4-187/7, M G Road & R P Road Junction
Ranigunj, Secunderabad 500003 T.S
Phone: 04027543785, 9705577776
GSTIN/UIN: 36AADCR2047Q1ZZ
State Name : Telangana, Code : 36
E-Mail : reflections_hyderabad@yahoo.com

Invoice No. 2512	Dated 25-Oct-2021
Delivery Note 662	Mode/Terms of Payment Against Delivery
Reference No. & Date. 2512 dt. 25-Oct-2021	Other References
Buyer's Order No. 81863/13377	Dated 20-Oct-2021
Dispatch Doc No.	Delivery Note Date 25-Oct-2021
Dispatched through Your Self	Destination Synergy Square 1
Terms of Delivery	

Consignee (Ship to)
G V Discovery Centre Pvt Ltd
5-4-487/3&4, II Floor, Soham Mansion, M G Road,
Secunderabad 500 003
GSTIN/UIN : 36AAHCG4940K1ZC
State Name : Telangana, Code : 36

Buyer (Bill to)
G V Discovery Centre Pvt Ltd
5-4-487/3&4, II Floor, Soham Mansion, M G Road,
Secunderabad 500 003
GSTIN/UIN : 36AAHCG4940K1ZC
State Name : Telangana, Code : 36
Place of Supply : Telangana

Sl No.	Description of Goods	HSN/SAC	GST Rate	Quantity	Rate	per	Amount
1	**Isolator/Load Break Switch 63A 4P**	8536	18 %	**4.0000 nos**	575.00	nos	**2,300.00**
2	**MCB 16A SP C Curve WM16ASPC**	853650	18 %	**10.0000 nos**	105.00	nos	**1,050.00**
							3,350.00
	OUTPUT CGST						**301.50**
	OUTPUT SGST						**301.50**
	Total			**14.0000 nos**			**₹ 3,953.00**

INWARD
Inward No: 905 Dt: 26/10/21
MRN No: 98422 Dt: 12/30
Received By: Sign:
Genome Valley Discovery Center Pvt. Ltd.

Amount Chargeable (in words)
INR Three Thousand Nine Hundred Fifty Three Only

E. & O.E

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
8536	2,300.00	9%	207.00	9%	207.00	414.00
853650	1,050.00	9%	94.50	9%	94.50	189.00
Total	**3,350.00**		**301.50**		**301.50**	**603.00**

Tax Amount (in words) : **INR Six Hundred Three Only**

Date & Time :

Company's Bank Details
A/c Holder's Name : **Reflections Electricals Pvt Ltd.**
Bank Name : **State Bank of India**
A/c No. : **30033772668**
Branch & IFS Code : **M G Rod, Secunderabad & SBIN0003032**

Company's PAN : **AADCR2047Q**

Declaration
We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

for Reflections Electricals Pvt Ltd.

Authorised Signatory

SUBJECT TO HYDERABAD JURISDICTION

This is a Computer Generated Invoice

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	13/11/2021	Prepared by:	N. Sharanya
PO/WO no.	81863	PO / WO Date.	20/10/2021
Supplier Name	Reflections Electricals pvt Ltd.	PO/WO amount	4,572.5/-
Firm/Company	GV Discovery center pvt Ltd	Project	119, 191 Synergy Square
Sl. No.	Bill No.	Bill Date	Bill amount
1	2512	25/10/2021	3,953/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			3,953/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.				□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No

Amount B –Other Credits : Transportation charges	—
Amount C –Other Debits :	—
Amount D (D=A+B-C) – Amount to be credited to the supplier:	3,953/-
Amount E – PO / WO value:	4,572.5/-
Amount F – Difference (A – E): GST-18%	-619/-

Quantity received as per PO /WO	□ Yes □ Excess received ☑ Short received □ Other (explained below)
Is difference between PO / Bill acceptable?	□ ~~Yes □ No (explained below)~~
Excess / short material received	~~□ Approved – within acceptable limits □ No~~ (explained below)
Close PO / W?O	□ Yes ☑ ~~No~~ – wait for balance material □ No (explained below)
Advance paid / PDC given (deduct when paying)	□ Yes – Rs.____/- ☑ No
Payment – due date	28/11/2021
Remarks:	Part Bill

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sharanya		APPROVED 13 NOV 2021 MINISH PARIKH MANAGER PROCUREMENT				
Date	13/11/2021						

Notes: 1. In case amount to be credited to supplier and the bills total does not match prepare JV for debit or credit. 2. Attach additional sheets if quantity of bills or DCs is more than the space provided. Clearly mark the space provided with 'see attachment'. 3. Purchase Officer can approve Pos/Wos upto Rs. 10,000/-, Purchase Manager or Procurement Manager to approve all bills from 10,000/- to 1,00,000/- . 4. Attach JV, Office copy of PO/WO, DCs and bills to this advice. 5. In Amount A, exclude transport, Hamali charges, etc and instead include in Amount B. 6. To be approved by accounts manager if bill value exceeds Rs. 10,000/- 7. MD to approve all bills above 1,00,000/-

TAX INVOICE

Reflections Electricals Pvt Ltd.
5-4-187/7, M G Road & R P Road Junction
Ranigunj, Secunderabad 500003 T.S
Phone: 04027543785, 9705577776
GSTIN/UIN: 36AADCR2047Q1ZZ
State Name : Telangana, Code : 36
E-Mail : reflections_hyderabad@yahoo.com

Invoice No. **2512**	Dated **25-Oct-2021**
Delivery Note **662**	Mode/Terms of Payment **Against Delivery**
Reference No. & Date. **2512 dt. 25-Oct-2021**	Other References
Buyer's Order No. **81863/13377**	Dated **20-Oct-2021**
Dispatch Doc No.	Delivery Note Date **25-Oct-2021**
Dispatched through **Your Self**	Destination **Synergy Square 1**
Terms of Delivery	

Consignee (Ship to)
G V Discovery Centre Pvt Ltd
5-4-487/3&4, II Floor, Soham Mansion, M G Road,
Secunderabad 500 003
GSTIN/UIN : 36AAHCG4940K1ZC
State Name : Telangana, Code : 36

Buyer (Bill to)
G V Discovery Centre Pvt Ltd
5-4-487/3&4, II Floor, Soham Mansion, M G Road,
Secunderabad 500 003
GSTIN/UIN : 36AAHCG4940K1ZC
State Name : Telangana, Code : 36
Place of Supply : Telangana

Sl No.	Description of Goods	HSN/SAC	GST Rate	Quantity	Rate	per	Amount
1	**Isolator/Load Break Switch 63A 4P**	8536	18 %	**4.0000 nos**	575.00	nos	**2,300.00**
2	**MCB 16A SP C Curve WM16ASPC**	853650	18 %	**10.0000 nos**	105.00	nos	**1,050.00**
							3,350.00
	OUTPUT CGST						**301.50**
	OUTPUT SGST						**301.50**
	Total			**14.0000 nos**			**₹ 3,953.00**

INWARD
Inward No: 905 Dt: 26/10/21
MRN No: 98422 Dt: 12.1.30
Received By: Sign:
Genome Valley Discovery Center Pvt. Ltd.

E. & O.E

Amount Chargeable (in words)
INR Three Thousand Nine Hundred Fifty Three Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
8536	2,300.00	9%	207.00	9%	207.00	414.00
853650	1,050.00	9%	94.50	9%	94.50	189.00
Total	**3,350.00**		**301.50**		**301.50**	**603.00**

Tax Amount (in words) : **INR Six Hundred Three Only**

Date & Time :

Company's Bank Details
A/c Holder's Name : **Reflections Electricals Pvt Ltd.**
Bank Name : **State Bank of India**
A/c No. : **30033772668**
Branch & IFS Code : **M G Rod, Secunderabad & SBIN0003032**

Company's PAN : **AADCR2047Q**

Declaration
We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

for Reflections Electricals Pvt Ltd.

Authorised Signatory

SUBJECT TO HYDERABAD JURISDICTION

This is a Computer Generated Invoice

SUMMIT SALES LLP
INWARD
No: 86082
Date: 28.10.21
Sign:
R.R. DIST.

DELIVERY CHALLAN

REFLECTIONS
ELECTRICALS PVT. LTD.
Bright Ideas
5-4-187/7, M.G. Road, R.P. Road & M.G. Road Junction, Ranigunj, Secunderabad - 500003
Phone : 040 - 27543785, 97055 77776
GST No. : 36AADCR2047Q1ZZ

M/s. G.V. Discovery centre Pvt Ltd.
Site : Synergy Office
Hyderabad.
Date: 25/10/21. No.: 662

Invoice No.......................No.of Cases ....Date....................Way Bill No...........................

S. No.	Description of Material	Qty.	No. of Boxes	No. PCS in Each Box	Remarks
	Doc No : 8	1863/	13377	dt 20/10/	21.
			x		
1	Isolator 63A FP	04	Nos		Invoice No: 8512 dt 25/10/21
2.	MCB 16A SPC	10	Nos.		

INWARD
Inward No: 905 Dt: 26/10/21
MRN No: 98422 Dt: 12.1.80
Received By: Sign
Genome Valley Discovery Center Pvt. Ltd.

SUMMIT SALES LLP R.R. DIST. IN WARD No: 74705 Date: 28-10-21 Sign:

Received the above material in Good condition

For REFLECTIONS ELECTRICALS PVT. LTD.

Received by

Authorised Signatory

Purchase Order

Page(s) 1 Of 1   20-10-2021 4:33:11 PM

81863
19.10.21 5:27:33

From Company : **G V Discovery Center Pvt Ltd**
5-4-187/3&4, II nd Floor, Soham Mansion ,MG Road, Secunderabad-50003
G.S.T No. : 36AAHCG4940K1ZC

Supplier Details

Reflections Electricals Pvt. Ltd.,
5-4-187/6, P.M. Modi Complex Ist Floor,M.G. Road,Sec-Bad -500 003

GSTIN 36AADCR2047Q1ZZ   27540307
27543785..   9849875767

Doc No	81863	13377
Doc Date	20-10-2021	
Quote No	NIL	
Quote Date	14-10-2021	
SupplyType	Supply	

Kind Attn : MR.Shakib khan

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	4574 - Electrical - other - FP - Isolator - 63Amps - nos	4.00	575.00	0.00	18.00	2,714.00
2	4596 - Electrical - other - MCB - 16Amps - nos	10.00	105.00	0.00	18.00	1,239.00
3	4604 - Electrical - other - MCB - 63Amps - nos	5.00	105.00	0.00	18.00	619.50
					Total Order Value . . .	**4,572.50**

Rupees : Four Thousand Five Hundred Seventy Two and Paise Fifty Only.

Terms and Conditions :-

Specification /	All items shall be of 'Wipro' brand North west series
Payment Terms	After Delivery & Production of bill
Tax	VAT included in above price.
Delivery Date	Next Day.
Delivery Location	119, 191 Synergy Square 1
	Phone. -
Penality For Delay	Nil
Transportation	Transport cost shall be borne by us.
Warranty	5yrs
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications.Payment as per actual receipt of material. Above order for Slab casting use purpose and site use purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

Part Bill
1. Bill No: 2572
Bill dt: 25/10/2021
Amt: 3953/-
Balance to be receivable.

For *G V Discovery Center Pvt Ltd*
Authorised Signatory

Name :

Name :

Accepted the above Terms And Conditions
For *Reflections Electricals Pvt. Ltd.,*

Date : _/_/_

13?

Requisition Form

Company Name:	G. V. Discovery Centre	Date:	14.10.2021
Site & Phase :	SYNERGY 119,191	Time:	11:00 Hrs
		Req. No.	13[illegible]
		ID No.	70336

Material required before date: Urgent

No	Description	Size	Quantity	Units	Inward No	Date
1	Sintex db box 81861.	std	6	nos		
3	4 pole isolator	63 amps	4	nos	5751.18?	
4	mcb 81863	16 amps	10	nos		
5	Extension boxs spike buck	std	05	nos		
6	mcb 81864.	63 amps	05	nos		
7						
8						
9						

Remarks:- for slab casting use purpose and site use purpose.

Prepared By:	Vineetha reddy	Approved by	K.Narsing rao(for G.Rajesh babu)
Sign.& Date	14.10.2021	Sign. & Date	14.10.2021

Note: On receipt of material at site write inward number and date in last 2 columns.

19 OCT 2021