Form for closure of purchase order

Data required from site/engineers:							
PO no.:	85324	PO date:	08/02/2022	Req. no.:	13464	Advice Scan ID	
MRN nos. related to PO	103941, 105791						

☑	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: Received total Quantity of Material at site. and close 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
Vineetha reddy	R. vineetha	05/04/2022	K. Narsing Rao	[signature]	05/04/22

Data required from accounts:

☐	Checked with E&D for receipt of bills.		
☑	Bills not received against this PO.		
☐	Part bill received against this PO.	Bill nos.	
☐	All bills received against this PO.		
☐	Advance paid against this PO.	Amount paid	

Remarks by Accountants: Bill not received

Notes: 1. Pos issued for false ceiling and such works may have been processed by E&D. Check before filling the above.

Prepared by	Sign	Date	Accounts manager (approval required for PO more than 10k)	Sign	Date
[signature] 21/4/22					

Advice by MD - action to be taken by purchase:

☑	Get certified bill from supplier (not original).		
☑	~~Prepare bill in SSLLP for material supplied.~~		
☐	Get proof of delivery from site.		
☐ X	Barcoded PO missing – get certified copy from Accounts.		
☑	Thereafter, prepare advice to credit to supplier and send to HO for processing.		
☑	Close PO	☐	Keep PO open. Material awaited
☐	Send barcoded PO to MDs desk. PO to be closed thereafter.		
☐	Accounts to be reconciled with supplier. Suppliers ledger required from 1.4.2021.		
☐	Accounts to be reconciled with supplier. Suppliers ledger required from 1.4.2020.		
☐	RMC supplier – suppliers ledger required from 1.4.2020. Process bill after thoroughly checking both the ledgers and all pour reports. Pour reports from day one to be thoroughly checked with Pos/Bills. Thereafter, prepare advice to credit to supplier and send to HO for processing. Close all open POs.		
☐	E&D to check receipt of bill and enter comments below.		
☐	Details of material supplied and balance material to be supplied is required.		

Remarks:

Prepared by	Sign	Date

APPROVED BY
20 APR 2022
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

 05-04-2022 10:37:47 Original / Office Copy / Purchase Div.Copy

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			
Sri Ambe Electricals	**Doc No**	85324	13464
Plot no-97,Sri Sai Oxford Terrace R.P.Road,Secunderabad-500003	**Doc Date**	08-02-2022	
	Quote No	NIL	
GSTIN 36	**Quote Date**	03-02-2022	
7702963535 7702963535	**SupplyType**	Supply	

Kind Attn : Hari Prasad/ Subba Reddy

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	4547 - Electrical - other - Distribution Board - 3 Phase - nos *12 way*	5.00	3,450.00	0.00	18.00	20,355.00
	Total Order Value . . .					**20,355.00**

Rupees : Twenty Thousand Three Hundred Fifty Five Only.

Terms and Conditions :-

Specification /	All items shall be of 'ABB' brand, Classiq series.
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
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	10 years warranty.
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 general electrical work 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 sent to HO office or purchase site office. Proof of delivery/DC can be sent by email

For *G V Discovery Center Pvt Ltd*

Authorised Signatory

Accepted the above Terms And Conditions

For *Sri Ambe Electricals*

Name : ______________

Name : ______________

Date : __/__/____

TAX INVOICE

(ORIGINAL FOR RECIPIENT)

Sri Ambe Electricals 5-2-32 to 34/b, Plot No.97 Sri Sai's Oxford Terrace, R.P Road, Opp Gujarati High School, Secunderabad. GSTIN/UIN: 36AAZPL0425H1ZH State Name : Telangana, Code : 36 E-Mail : sriambeelectricals@gmail.com	Invoice No. **007/22-23**	Dated **1-Apr-2022**
	Delivery Note	Mode/Terms of Payment
	Supplier's Ref.	Other Reference(s)
Consignee **G V Discovery Center Pvt Ltd** 5-4-187/3&4, II nd Floor, Soham Mansion, ,MG Road, Secunderabad-50003 GSTIN/UIN : 36AAHCG4940K1ZC State Name : Telangana, Code : 36	Buyer's Order No. **85324/13464**	Dated **1-Apr-2022**
	Despatch Document No.	Delivery Note Date
	Despatched through	Destination
Buyer (if other than consignee) **G V Discovery Center Pvt Ltd** 5-4-187/3&4, II nd Floor, Soham Mansion, ,MG Road, Secunderabad-50003 GSTIN/UIN : 36AAHCG4940K1ZC State Name : Telangana, Code : 36	Terms of Delivery	

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Disc. %	Amount
1	**R-TPN12 WAY MD DB**	85371000	**2 nos**	3,450.00	nos		**6,900.00**
	CGST						**621.00**
	SGST						**621.00**
	Total		**2 nos**				**Rs. 8,142.00**

Amount Chargeable (in words)

E. & O.E

INR Eight Thousand One Hundred Forty Two Only

	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
	6,900.00	9%	621.00	9%	621.00	1,242.00
Total:	**6,900.00**		**621.00**		**621.00**	**1,242.00**

Tax Amount (in words) : **INR One Thousand Two Hundred Forty Two Only**

Company's PAN : **AAZPL04H1**

Declaration
(1) Goods once sold will be not returned.
(2) Subjict to Secunderebad jurisdiction

Company's Bank Details
Bank Name : **Yes Bank Ltd**
A/c No. : **009786900000484**
Branch & IFS Code : **BEGUMPET & YESB0000097**

Customer's Seal and Signature

for Sri Ambe Electricals

Authorised Signatory

This is a Computer Generated Invoice

9263647448

INWARD
Inward No: 1252 Dt: 04/04/22
MRN No: 10521 Dt: 16:40
Received By: Sign: Ranjan

TAX INVOICE

(ORIGINAL FOR RECIPIENT)

...icals ... Plot No.97 ...rd Terrace, ...Opp Gujarati High School, ...abad. ...UIN: 36AAZPL0425H1ZH ...Name : Telangana, Code : 36 ...il : sriambeelectricals@gmail.com	Invoice No. 1489	Dated 17-Feb-2022
	Delivery Note	Mode/Terms of Payment
	Supplier's Ref.	Other Reference(s)
...nsignee ~~SUMMIT SALES LLP~~ GVDC 119, 191 Synergy Square 1 119, 191 Synergy Square 1 GSTIN/UIN : 36ACQFS2044C1Z7 State Name : Telangana, Code : 36	Buyer's Order No. 85324/13464	Dated 8-Feb-2022
	Despatch Document No.	Delivery Note Date
	Despatched through	Destination
Buyer (if other than consignee) ~~SUMMIT SALES LLP~~ GVDC 5-4-187/3&4,II ND FLOOR M G ROAD, SECUNDERABAD GSTIN/UIN : 36ACQFS2044C1Z7 State Name : Telangana, Code : 36	Terms of Delivery	

No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Disc. %	Amount
1	R-TPN12 WAY MD DB	85371000	3 nos	3,450.00	nos		10,350.00
	CGST						931.50
	SGST						931.50
	Total		3 nos				Rs. 12,213.00

Amount Chargeable (in words)

E. & O.E

INR Twelve Thousand Two Hundred Thirteen Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
...00	10,350.00	9%	931.50	9%	931.50	1,863.00
Total	10,350.00		931.50		931.50	1,863.00

Tax Amount (in words) : INR One Thousand Eight Hundred Sixty Three Only

Company's Bank Details
Bank Name : Yes Bank Ltd
A/c No. : 009786900000484
Branch & IFS Code : BEGUMPET & YESB0000097

Company's PAN : AAZPL04H1

Declaration
) Goods once sold will be not returned.
) Subjict to Secunderebad jurisdiction

for Sri Ambe Electricals

For SRI AMBE ELECTRICALS

Proprietor

Authorised Signatory

This is a Computer Generated Invoice

INWARD	
Inward No: 1156	Dt: 19/02/22
MRN : 103941	Dt: 12:06
Received ...	Sign:
Genom... ...Pvt. Ltd	

Purchase Order

 09-02-2022 2:00:40 PM

85324
31.01.22 4:53:34

From Company :	**G V Discovery Center Pvt Ltd** 5-4-187/3&4, II nd Floor, Soham Mansion ,MG Road, Secunderabad-500.. G S T No. : 36AAHCG4940K1ZC

Supplier Details			
Sri Ambe Electricals	**Doc No**	85324	13464
Plot no-97,Sri Sai Oxford Terrace R.P.Road,Secunderabad-500003	**Doc Date**	08-02-2022	
	Quote No	NIL	
GSTIN 36	**Quote Date**	03-02-2022	
7702963535 7702963535	**SupplyType**	Supply	

Kind Attn : Hari Prasad/ Subba Reddy

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
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					Total Order Value . . .	**20,355.00**

Rupees : Twenty Thousand Three Hundred Fifty Five Only.

Terms and Conditions :-

Specification /	All items shall be of 'ABB' brand, Classiq series.
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
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	10 years warranty.
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 general electrical work 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 sent to HO office or purchase site office. Proof of delivery/DC can be sent by email

PART DELIVERY DETAILS

S.no.	Bill no.	Bill Dt.	
1.	1489	17/2/22	12,213/-
2.			
3.			
4.			
5.			

For *G V Discovery Center Pvt Ltd*

Authorised Signatory

Name : 09/02/2022

Accepted the above Terms And Conditions

For *Sri Ambe Electricals*

Name :

Date : __/__/____

Requisition Form - Electrical Conducting - Internal

Company	GVDC	Site & Phase	Genonopolis
Req. no.	13464	Req. Date	03.02.22
Material required before	urgent	ID no.	73521
Prepared by:	Brahmam	Approved by (sign):	Bharath
Flat / Block no:			

S No.	Item Description	Units	Qty required for site office	Quantity required	Qty Available at site	Balance Qty to be ordered	Inward No	Date
1	6 Model front plates	Nos	5.0	5.0	0	5.0		
2	6 Model surface box	Nos	5.0	5.0	0	5.0		
3	16 amp sokets	Nos	10.0	10.0	0	10.0		
4	16 amp switches	Nos	20.0	20.0	0	20.0	85322	
5	6 amp switches	Nos	20.0	20.0	0	20.0		
6	6 amp sokets	Nos	20.0	20.0	0	20.0		
7	40 amp mcb 85325	Nos	5.0	5.0	0	5.0		
690 8	63 amp mcb	Nos	5.0	5.0	0	5.0		
9	L&T Ralay starters	Nos	2.0	2.0	0	2.0		
10	insulations taps	Nos	30.0	30.0	0	30.0		
11	12 ways DB boxes	Nos	5.0	5.0	0	5.0	85324	04 FEB 2022
12	Tool kit	Nos	1.0	1.0	0	1.0		
	Total		128.00	128.00	0.00	128.00		

Note: For PVC pipes round off order to nearest bundles.

Bharat V.
03/02/2022.

material required for general electrical work

→ 52-80