Form for closure of purchase order

Data required from site/engineers:							
PO no.:	84919	PO date:	28/01/22	Req. no.:	164463	Advice Scan ID	
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:	– cancel the purchase order –						

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	Bej	6/4/22	I. MANO	Mukey	6/4/22

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:			

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

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.		
☐	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
	Cancel	

APPROVED BY
13 APR 2022
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

 06-04-2022 13:38:01

Original / Office Copy / Purchase Div.Copy

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

Ganji Venkannah & sons (Asian Paints)
#5-5-97/2, Ganji chambers, Ranigunj,Secunderabad-500003 A.P.India.

GSTIN 36AABFG9288K1ZT 040-40146505
27710339,27719935,277807357

Doc No	84919	164463
Doc Date	28-01-2022	
Quote No	Nil	
Quote Date	28-01-2022	
SupplyType	Supply	

Kind Attn : Mr.Ganji Ashok

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	6527 - Paints - Enamel - 4ltrs - buckets *Black paint*	2.00	872.88	0.00	18.00	2,060.00
2	6616 - Paints - silver paints - others - ltrs *1ltrs*	2.00	309.32	0.00	18.00	730.00
3	6527 - Paints - Enamel - 4ltrs - buckets *PO Red*	5.00	970.33	0.00	18.00	5,724.95
4	6565 - Paints - Metal primer(red oxide) - 20ltrs - buckets *Asian Red oxide*	1.00	3,177.96	0.00	18.00	3,749.99
5	6594 - Paints - Turpentine Oil - 20ltrs - buckets	1.00	1,355.90	0.00	18.00	1,599.96
6	6596 - Paints - Turpentine Oil - NA - ltrs *5ltrs*	2.00	360.16	0.00	18.00	849.98
7	6521 - Paints - Brushes - 3 In - nos	3.00	50.84	0.00	18.00	179.97
8	6522 - Paints - Brushes - 4 In - nos	5.00	105.93	0.00	18.00	624.99
			Total Order Value . . .			**15,519.83**

Rupees : Fifteen Thousand Five Hundred Ninteen and Paise Eighty Three Only.

Terms and Conditions :-

Specification / Brand	All items shall be of "Asian" brand.
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	by next day
Delivery Location	Innopolis Sy no-542, Genome Valley, Thurkapally, Hyderabad, Telangana Phone. Nagamani(Engineer) - 7981951035
Penality For Delay	Nil
Transportation Cost	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right items not confirming to qty & specs. Above order for Pump room & Yard Hydrant purpose.
Completion Date	Nil
Measurment	Nil

For ***G V Reserch Centers Pvt Ltd***

Authorised Signatory

Accepted the above Terms And Conditions

Purchase Order

06-04-2022 13:38:01

Original / Office Copy / Purchase Div.Copy

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 invoices must be sent to HO office or purchase site office. Proof of delivery /DC can be sent by email.

For ***G V Reserch Centers Pvt Ltd***

Authorised Signatory

Accepted the above Terms And Conditions

 28-01-2022 10:56:39

Purchase Order

84919
08.01.22 12:01:49

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			
Ganji Venkannah & sons (Asian Paints)	**Doc No**	84919	164463
#5-5-97/2, Ganji chambers, Ranigunj,Secunderabad-500003 A.P.India.	**Doc Date**	28-01-2022	
	Quote No	Nil	
GSTIN 36AABFG9288K1ZT 040-40146505	**Quote Date**	28-01-2022	
27710339,27719935,277807357	**SupplyType**	Supply	

Kind Attn : Mr.Ganji Ashok

Purchase Order for the Supply of following Items.

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6	6596 - Paints - Turpentine Oil - NA - ltrs *5ltrs*	2.00	360.16	0.00	18.00	849.98
7	6521 - Paints - Brushes - 3 In - nos	3.00	50.84	0.00	18.00	179.97
8	6522 - Paints - Brushes - 4 In - nos	5.00	105.93	0.00	18.00	624.99
				Total Order Value . . .		**15,519.83**

a/10

Rupees : Fifteen Thousand Five Hundred Ninteen and Paise Eighty Three Only.

Terms and Conditions :-

Specification / All items shall be of "Asian" brand.
Payment Terms After Delivery & Production of bill
Tax All taxes included in above price.
Delivery Date by next day
Delivery Location Innopolis
Sy no-542, Genome Valley, Thurkapally, Hyderabad, Telangana
Phone. Nagamani(Engineer) - 7981951035
Penality For Delay Nil
Transportation Transport cost shall be borne by us.
Warranty NIl
Advance Paid Nil
Other Terms We reserve the right items not confirming to qlty & specs. Above order for Pump room & Yard Hydrant purpose.
Completion Date Nil

For ***G V Reserch Centers Pvt Ltd***
Authorised Signatory

Accepted the above Terms And Conditions
For ***Ganji Venkannah & sons (Asian Paints)***

Purchase Order

28-01-2022 10:56:39

Original / Office Copy / Purchase Div.Copy

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 invoices must be sent to HO office or purchase site office. Proof of delivery /DC can be sent by email.

For ***G V Reserch Centers Pvt Ltd***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Ganji Venkannah & sons (Asian Paints)***

Company Name: GVRC				
Project: Innopolis			Approved by:	
Work Description : Paints for Pump Room & Yard Hydrant			Sign:	
Supplier: Ganji Venkanna			Work start date:	
Prepared By: Waseem			Work end date:	
Requisition No.: 164463 I.D. no: 73301			Date : 27/01/2022	
S No.	Item Description	Size	Quantity	Units
60	Black Paint-Asian	NA	8	Ltrs
61	Silver Paint-Asian	NA	2	Ltrs
62	Red Paint-Asian	NA	20	Ltrs
63	Red Oxide-Asian	NA	20	Ltrs
64	Terpent oil 84919	NA	30	Ltrs
65	3' Brush	3"	3	Nos
66	4' Brush	4"	5	Nos

Requisition Form

Company Name:	GVRC	Date:	25-01-2022
Site & Phase :	Innopolis	Time:	10:57 am
Supplier		Req. No.	164463
Material required before date:		ID No.	73301

No	Description	Size	Quantity	Units	Inward No	Date
1	M.S. C Class Pipe	300mm dia	12	Mtrs		
2	M.S. C Class Pipe	200mm dia	18	Mtrs		
3	M.S. C Class Pipe	150mm dia	48	Mtrs		
4	M.S. C Class Pipe	100mm dia	24	Mtrs		
5	M.S. C Class Pipe	80mm dia	24	Mtrs		
6	M.S. C Class Pipe	50mm dia	30	Mtrs		
7	M.S. C Class Pipe	25mm dia	30	Mtrs		
8	Sluice Valve with Matching Flanges {2 nos}	250mm dia	2	Nos.		
9	Sluice Valve with Matching Flanges{2 nos}	150mm dia	1	No.		
10	Sluice Valve with Matching Flanges{2 nos}	100mm dia	1	No.		
11	Gear type Butterfly Valve with Matching Flanges {2 nos for each valve}	200mm dia	6	Nos.		
12	Gear type Butterfly Valve with Matching .Flanges{2 nos for each valve}	150mm dia	6	Nos.		
13	Handle Operated Butterfly Valves	100mm dia	2	Nos.		
14	Matching Flanges for 100 mm Butterfly Valves	100mm dia	4	Nos.		
15	Handle Operated Butterfly Valves	50mm dia	1	No.		
16	Matching Flanges for 50 mm Butterfly Valves	50mm dia	2	Nos.		
17	Dual Check Non Return Valve & Matching Flanges{2 nos for each Valve}	150mm dia	4	Nos.		

P.O. no's => 84929, 84932, 84924, 84921, 84920, 84918, 84919

18	Dual Check Non Return Valve & Matching Flanges{2 nos for each Valve}	80mm dia	2	Nos.		
19	Y Strainers	100 mm dia	2	Nos.		
20	Rubber Bellow, with matching flanges (2 nos each)	250 mm dia	4	Nos.		
21	Rubber Bellow, with matching flanges (2 nos each)	100 mm dia	2	Nos.		
22	Bends	150mm	20	Nos		
23	Dummy Flanges	250mm dia	2	Nos		
24	Dummy Flanges	200mm dia	2	Nos		
25	Dish	200mm dia	4	Nos		
26	Metal Gasket Sheet	3MX3Mtrs	9	Sqmt		
27	3"Nut& Bolts with double washer	5/8"	200	Set		
28	4" Nuts & Bolts with double washer	5/8"	24	Set		
29	5" Nuts & Bolts with double washer	5/8"	250	Set		
30	270-OD,210PCD,125 ID Flanges		1	No.		
31	230-OD,180PCD,100 ID Flanges		1	No.		
32	200-OD,160PCD,80 ID Flanges		1	No.		
33	185-OD,145PCD,65 ID Flanges		1	No.		
34	Reducer	50/100	2	Nos		
35	Reducer	80/100	2	Nos		
36	Reducer	125/200	2	Nos		
37	Reducer	100/200	1	Nos		
38	Reducer	80/200	1	Nos		
39	Reducer	65/200	1	Nos		
40	Reducer	100/150	2	Nos		
41	Reducer	65/150	2	Nos		

42	1/2"Nipples	8	12	Inches		
43	1"Nipples	8	10	Inches		
44	U Threaded Bolts-10mm Thickness	300mm dia	4	Nos		
45	U Threaded Bolts-10mm Thickness	250mm dia	6	Nos		
46	U Threaded Bolts-10mm Thickness	200mm dia	6	Nos		
47	U Threaded Bolts-10mm Thickness	100mm dia	4	Nos		
48	U Threaded Bolts-10mm Thickness	80mm dia	4	Nos		
49	Pressure Guage -Glycerine Filled with Bush	0-16	7	Nos		
50	Pressure Switch with Bush	0-20	6	Nos		
51	Siphon Tube for Pressure Guages		6	Nos		
52	C Channel	100x50	60	Mtrs		
53	L Angle	50x50	30	Mtrs		
54	1/2 "Sockets	1/2"	12	Nos		
55	Ball Valves	1/2 Inch	13	Nos		
56	Ball Valves	1"	12	Nos		
57	Elbows	50mm dia	10	Nos		
58	Elbows	80mm dia	4	Nos		
59	Teflon Tapes	10	50	Mtrs		
60	Black Paint-Asian	0	8	Ltrs		
61	Silver Paint-Asian	0	2	Ltrs		
62	Red Paint-Asian	0	20	Ltrs		
63	Red Oxide-Asian	0	20	Ltrs		
64	Terpent oil	0	30	Ltrs		
65	3' Brush	3"	3	Nos		

66	4' Brush	4"	5	Nos		
67	Battery-Exide	180AH	2	Nos		
68	Battery Terminals-Heavy Duty-[2 Nos-Cables}		2	Sets		
69	SS/GM Single Hydrant Valve	63mm	18	Nos		
70	Double door hose Box -Preferably Slope on top	30x24x10	18	Nos		
71	RRL Hose with SS/GM Couplings & Copper Binding	15 Mtrs	36	Nos		
72	SS/GM Short Branch Pipe	63mm	18	Nos		
73	4-Way Fire Brigade Inlet with Matching Flanges{2no	150mm	1	Nos		
74	2 Way Fire Brigade Inlet with Matching Flanges{2no	100mm	1	Nos		
75	Nuts & Bolts with double washer	5/8 3"	80	nos		
76	Rubber Gasket 5mm thick Sheet	3 mtrs x 3 mtrs	1	nos		

Remarks: MS Pipes & Fittings for Pump Room & Yard Hydrant.

Prepared By	Waseem	Approved by	Ramesh Reddy
Sign.& Date	25-01-2022	Sign. & Date	

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