Form for closure of purchase order

PO no.: 92550	PO date: 04/10/22	Req. no.: 196221	Advice Scan ID				
Barcoded PO available	☑Y/□ N	Invoice original available	□Y/☑N /□Copy available	POD available	□Y/☑N		

Data required from site/engineers:

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 PO. material will be re-ordered by new requisition

Notes: 1. Provide details of material received by way of separate attachment. 2. Provide scanned copy of DCs/proof of delivery + PO. 3. Provide copies of invoices if available. 4. This entire set to be scanned and sent to Ravi.

Prepared by: P. Niharika	Sign:	Date: 19/04/23

Data required from accounts:

□	Checked with E&D for receipt of bills.

☑ Bills not received against this PO.	□ Part bill received against this PO.	□ All bills received against this PO.
□ Advance paid against this PO	Amount paid:	Date of payment:

Details of part bill received:

Sl. No.	Bill no.	Bill date	Bill amount	Cr. given to supplier
1.				
2.				
3.				
4.				
5.				
6.				

Remarks by Accountants:

Prepared by: Sangeeth	Sign:	Date: 21/4/23

Notes: 1. POs/WOs issued for turnkey works - may have been processed by E&D. Check before filling the above.

Prepared by:	Sign:	Date:

Remarks by Ravi + details of bills to be approved:

Sl. No.	Bill no.	Bill date	Bill amount	MRN no.
1.				
2.				
3.				

Remarks: Site saying ~~stated~~ this requisition/PO cancelled. New Requisition raised in Mr-Codex.

Prepared by: Ravi	Sign:	Date: 21/4/23

Advice by MD - action to be taken.

□ Get certified bill from supplier (not original).	□ Prepare bill in SSLLP for material supplied.

□	Thereafter, prepare advice for credit to supplier and send to Soham for processing.		
☑	Close PO	□	Keep PO open. Material awaited
□	Accounts to be reconciled with supplier. Get supplier's ledger.		

Remarks:

Approved by: Soham	Sign:	Date:

APPROVED BY
25 APR 2023
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

15-04-2023 16:54:05 Original / Office Copy / Purchase Div.Copy

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			
Esennar Transformers Pvt Ltd	**Doc No**	92550	196221
Plot no 2, Phase no 1, IDA Pashamailaram, Near: [Patancheru, Sangareddy-502307, Telangana	**Doc Date**	04-10-2022	
	Quote No	22895	
GSTIN 36AAACE8075C1ZS	**Quote Date**	30-08-2022	
8978171717 8978171717	**SupplyType**	Supply	

Kind Attn : D Balakrishna

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	679900 - ELEC-Electrical - Transformer-- - NA - Nos *2500kVA Transformer - Oil cooled - 33kV/433V*	1.00	3,813,560.	0.00	18.00	4,500,000.80
				Total Order Value . . .		**4,500,000.80**

Rupees : Fourty Five Lakh(s) and Paise Eighty Only.

Terms and Conditions :-

Specification / Esennar make 2500kVA Transformer, Specifications as per your quotation no: 22895, dated: 17-06-2022.

Payment Terms 30% of basic price as advance along with PO. Balance payment against Performa Invoice before dispatch.

Tax Included.

Delivery Date 6-7 weeks from the date of receipt of advance payment.

Delivery Location Plot No. 1A, Sy. No. 234 & 235 Synergy Square I, MN Park Turkapally, Shamirpet Land Mark, Telangana 500078.
Admin Ph: 9381385897.
Synergy Square 1, Genome Valley, Shameerpet, Hyderabad-78
Phone. -

Penality For Delay Nil.

Transportation Included.

Warranty 36 months from the date of dispatch.

Advance Paid Rs: 13,50,000 by Cheque/RTGS. Cheque no:________, dated:________.

Other Terms We reserve the right to reject items not conforming to quality and specifications.

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 Head Office. Proof of delivery/DC can be sent by email.

Not recieved

Cancel

For *G V Discovery Center Pvt Ltd*

Authorised Signatory

Accepted the above Terms And Conditions

For *Esennar Transformers Pvt Ltd*

Purchase Order

 16-11-2022 5:16:11 PM

92550

03.10.22 5:34:55

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			
Esennar Transformers Pvt Ltd	**Doc No**	92550	196221
Plot no 2, Phase no 1, IDA Pashamailaram, Near: [Patancheru, Sangareddy-502307, Telangana	**Doc Date**	04-10-2022	
	Quote No	22895	
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For ***G V Discovery Center Pvt Ltd***

Authorised Signatory

Name : ____________________

Accepted the above Terms And Conditions

For ***Esennar Transformers Pvt Ltd***

Name : ____________________

Date : __/__/____