

Form for closure of purchase order

|   |  |  |  |                       |
|---|--|--|--|-----------------------|
| PO no.: 96796   | PO date: 04/02/23  | Req. no.: 266685   | Advice Scan ID   |                       |
| Barcoded PO available <input checked="" type="checkbox"/> Y/ <input type="checkbox"/> N   | Invoice original available <input type="checkbox"/> Y/ <input checked="" type="checkbox"/> N | Copy available <input type="checkbox"/> Y/ <input checked="" type="checkbox"/> N   | POTD available <input type="checkbox"/> Y/ <input checked="" type="checkbox"/> N |                       |
| Data required from site/engineers:  |  |  |  |                       |
| MRN nos. related to PO  |  |  |  |                       |
| <input type="checkbox"/> Part material received   | <input type="checkbox"/> Full material received.   | <input checked="" type="checkbox"/> Material not received.                         |  |                       |
| <input type="checkbox"/> Close PO - Balance material will be re-ordered by new requisition.   |  |  |  |                       |
| <input type="checkbox"/> Cancel PO. Material not required.  |  | <input type="checkbox"/> Cancel PO. Material will be re-ordered by new requisition |  |                       |
| <input type="checkbox"/> Keep PO open. Material required.   |  | <input type="checkbox"/> Keep PO open. Work under progress.                        |  |                       |
| Remarks by engineer: close po   |  |  |  |                       |
| 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: Shivani  | Sign: [Signature]  | Date: 12/04/2023   |  |                       |
| Data required from accounts:  |  |  |  |                       |
| <input type="checkbox"/> Checked with E&D for receipt of bills.   |  |  |  |                       |
| <input checked="" type="checkbox"/> Bills not received against this PO.   | <input type="checkbox"/> Part bill received against this PO.                                 | <input type="checkbox"/> All bills received against this PO.                       |  |                       |
| <input type="checkbox"/> 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.  |  |  |  |                       |
| Remarks by Accountants: Bills not received against this po  |  |  |  |                       |
| Prepared by: J. Haripriya   | Sign: [Signature]  | Date: 21/04/23   |  |                       |
| 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: of bill not received so close this po.   |  |  |  |                       |
| Prepared by: Ravi   | Sign: [Signature]  | Date: 24/4/23  |  |                       |
| Advice by MD - action to be taken.  |  |  |  |                       |
| <input type="checkbox"/> Get certified bill from supplier (not original).   |  | <input type="checkbox"/> Prepare bill in SSLLP for material supplied.              |  |                       |
| <input type="checkbox"/>  | Thereafter, prepare advice for credit to supplier and send to Soham for processing.          |  |  |                       |
| <input checked="" type="checkbox"/>   | <input type="checkbox"/> Close PO  | <input type="checkbox"/> Keep PO open. Material awaited                            |  |                       |
| <input type="checkbox"/>  | Accounts to be reconciled with supplier. Get supplier's ledger.                              |  |  |                       |
| Remarks:  |  |  |  |                       |
| Approved by: Soham  | Sign:  | Date:  |  |                       |

APPROVED BY  
25/4/23  
SOHAM MODI  
MANAGING DIRECTOR

**G V Reserch Centers Pvt Ltd**

5-4-187/3&amp;4, II nd Floor, Soham Mansion, MG Road, Secunderabad-500003

G S T No. : 36AAHCG4562D1ZP

**Supplier Details**

Elegant Enterprises

5-4-187/7/3, Karbala Maidan, M.G.Road, Secunderabad-500003.

GSTIN 36AJBPK0412E1ZY

66385358

9985113450/9885073880

|            |              |        |
|------------|--------------|--------|
| Doc No     | 96796        | 206685 |
| Doc Date   | 04-02-2023   |        |
| Quote No   | EE2223T18256 |        |
| Quote Date | 24-01-2023   |        |
| SupplyType | Supply       |        |

**Kind Attn : Mr.Gaurang Kadakia/Mahesh Kadakia**

Purchase Order for the Supply of following Items.

| Item Name   | Qty  | Rate      | Dis% | GST   | Amount            |
|---|------|-----------|------|-------|-------------------|
| 1 245600 - MISC-Miscellaneous - Copper Strip-- - 75X10mm<br>- kgs | 5.00 | 22,111.00 | 0.00 | 18.00 | 130,454.90        |
| <b>Total Order Value . . .</b>                                    |      |           |      |       | <b>130,454.90</b> |

Rupees : One Lakh(s) Thirty Thousand Four Hundred Fifty Four and Paise Ninety Only.

**Terms and Conditions :-****Specification / Brand** As per details given in the quotation no: EE2223T18256 dtd: 24-01-2023.**Payment Terms** 80% as advance & balance 20% on delivery of all materials.**Tax** Inclusive of all taxes**Delivery Date** Within 7 working days.**Delivery Location** Innopolis  
Sy no-542, Genome Valley, Thurkapally, Hyderabad, Telangana  
Phone. Nagamani(Engineer) - 7981951035**Penalty For Delay** Nil**Transportation Cost** Extra.**Warranty** Nil**Advance Paid** Rs: 1,04,364 by Cheque/RTGS. Cheque no: \_\_\_\_\_, dated \_\_\_\_\_**Other Terms** We reserve the right to reject items not conforming to quality and specifications.**Completion Date** NA**Measurement** NA**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.For **G V Reserch Centers Pvt Ltd**

Accepted the above Terms And Conditions

Authorised Signatory

For **Elegant Enterprises**

Name :



# Purchase Order

Page(s) 1 Of 1

04-02-2023 16:03:01

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

Elegant Enterprises  
5-4-187/7/3, Karbala Maidan, M.G.Road, Secunderbad-500003.

GSTIN 36AJBPK0412E1ZY  
66385358

9985113450/9885073880

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Phone. Nagamani(Engineer) - 7981951035

Penalty For Delay Nil

Transportation Cost Extra.

Warranty Nil

Advance Paid Rs: 1,04,364 by Cheque/RTGS. Cheque no: \_\_\_\_\_, dated \_\_\_\_\_.

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

Completion Date NA

Measurement NA

Security Nil

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For **G V Reserch Centers Pvt Ltd**


Authorised Signatory

Accepted the above Terms And Conditions

For **Elegant Enterprises**

Name : \_\_\_\_\_

Date : \_\_\_/\_\_\_/\_\_\_

| Requisition Form               |   | Date:   | 19-01-2023  | Order Qty   | Inward No | Inward Date |
|--------------------------------|---|---|---|-------------|-----------|-------------|
| Company Name:                  |   | GVRC  | Time:   | 11:17       |           |             |
| Site & Phase :                 |   | INNAPOLIS   |   |             |           |             |
| Unit No./Block No              |   |   |   |             |           |             |
| Supplier:                      |   |   |   |             |           |             |
| Material required before date: |   |   |   |             |           |             |
| S No                           | Item  | Req No.   | 206685  | ID No.      |           |             |
| Qty required                   | Qty available at site   | Order Qty   | Inward No   | Inward Date |           |             |
| 1                              | MISC2456-Miscellaneous-Copper Strip---75X10mm-kgs <i>Meters</i> | 15  | 15  |             |           |             |
| 2                              |   |   |   |             |           |             |
| 3                              |   |   |   |             |           |             |
| 4                              |   |   |   |             |           |             |
| 5                              |   |   |   |             |           |             |
| 6                              |   |   |   |             |           |             |
| 7                              |   |   |   |             |           |             |
| 8                              |   |   |   |             |           |             |
| 9                              |   |   |   |             |           |             |
| 10                             |   |   |   |             |           |             |
| Remarks:                       |   | Towards TRANSFORMER neutral 4545 panel and transformer earthing |   |             |           |             |
| Prepared By:                   |   | Engineer  | Project Manager   | Purchase    | MD        |             |
| Approved By:                   |   | Akhil   |   |             |           |             |
| Sign & Date:                   |   | Madhu   |  |             |           |             |

*✓ Checked it is same as Req: 206665*

*Req id: 84014  
PO no: 96796*

# Purchase Order

Page(s) 1 Of 1

04-02-2023 16:03:01



96796

28.01.23 12:54:54

From Company : **G V Reserch Centers Pvt Ltd**  
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G S T No. : 36AAHCG4562D1ZP

**Supplier Details**

Elegant Enterprises  
5-4-187/7/3, Karbala Maidan, M.G.Road, Secunderbad-500003.

GSTIN 36AJBPK0412E1ZY  
66385358

9985113450/9885073880

|            |              |        |
|------------|--------------|--------|
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| Quote No   | EE2223T18256 |        |
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For **G V Reserch Centers Pvt Ltd**

Authorised Signatory

Accepted the above Terms And Conditions

For **Elegant Enterprises**

Name : \_\_\_\_\_

Name : \_\_\_\_\_

Date : \_\_\_/\_\_\_/\_\_\_

Requisition Form

Company Name: GVRC

Site & Phase : INNOPOLIS

Unit No./Block No

Supplier:

Material required before date:

S No Item

1 MISC2456-Miscellaneous-Copper Strip---75X10mm-kgs Meteos

2 15

3

4

5

6

7

8

9

10

Qty required 15

Qty available at site 15

Order Qty 15

Inward No

Inward Date

206685

19-01-2023

11:17

Remarks: Towards TRANSFORMER neutral 4545 panel and transformer earthing

Engineer

Prepared By: Akhil

Approved By: Madhu

Sign & Date:

Project Manager

Purchase

MD

Reqid: 84014  
PO no: 96796