Form for closure of purchase order

PO no.:	97090	PO date:	11/02/23.	Req. no.:	212340	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: 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: S. Nagamani	Sign: Nagamani	Date: 11/04/23.

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.				

Remarks by Accountants: Bills not received against this PO.

Prepared by: J. Hauipuiya	Sign: J. Hauipuiya	Date:

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: Material not received so close this Po.

Prepared by: Ravi	Sign:	Date: 24/4/23.

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

APPROVED BY
25 APR 2023
SOHAM MODI
MANAGING DIRECTOR

Original / Office Copy / Purchase Dir Copy

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

Shubham Enterprises 5-2-288/D,Hyderbasti,R.P. Road,Lane Opp.Arya Samaj,sec-bad-500 003	**Doc No**	97090	212540
	Doc Date	11-02-2023	
GSTIN 36AELFS6374J1ZC	**Quote No**	Nil	
040-66318150/23468151 6656-8151..	**Quote Date**	11-02-2023	
9849153774	**SupplyType**	Supply	

Kind Attn : Viral.

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	496000 - ELEC-Electrical - PVC-Surface Box--Anchor - 4Module - Nos	16.00	80.00	0.00	18.00	1,510.40
	Total Order Value . . .					**1,510.40**

Rupees : One Thousand Five Hundred Ten and Paise Fourty Only.

Terms and Conditions :-

Specification / Brand	All items shall be of brand/company
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	2-3 days
Delivery Location	Innopolis Sy no-542, Genome Valley, Thurkapally, Hyderabad, Telangana Phone. Nagamani(Engineer) - 7981951035
Penality For Delay	5% penalty for delay in delivery beyond due date.
Transportation Cost	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	NIL
Other Terms	Payment will be made only after inspection of material.Above material for two lift 4545 passanger and service lift purpose.
Completion Date	NA
Measurment	Nil
Security	Nil
Remarks	Nil

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

Accepted the above Terms And Conditions

For ***Shubham Enterprises***

Purchase Order

 11-02-2023 16:22:12

97090
08.02.23 3:15:06

From Company : **G V Reserch Centers Pvt Ltd**
5-4-187/3&4, II nd Floor, Soham Mansion, MG Road, Secunderabad-500
G S T No. : 36AAHCG4562D1ZP

Supplier Details

Shubham Enterprises
5-2-288/D,Hyderbasti,R.P. Road,Lane Opp.Arya Samaj,sec-bad-500 003

GSTIN 36AELFS6374J1ZC 6656-8151..
040-66318150/23468151 9849153774

Doc No	97090	212540
Doc Date	11-02-2023	
Quote No	Nil	
Quote Date	11-02-2023	
SupplyType	Supply	

Kind Attn : Viral.

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	496000 - ELEC-Electrical - PVC-Surface Box--Anchor - 4Module - Nos	16.00	80.00	0.00	18.00	1,510.40
					Total Order Value . . .	**1,510.40**

Rupees : One Thousand Five Hundred Ten and Paise Fourty Only.

Terms and Conditions :-

Specification /	All items shall be of brand/company
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	2-3 days
Delivery Location	Innopolis Sy no-542, Genome Valley, Thurkapally, Hyderabad, Telangana Phone. Nagamani(Engineer) - 7981951035
Penality For Delay	5% penalty for delay in delivery beyond due date.
Transportation	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	NIL
Other Terms	Payment will be made only after inspection of material.Above material for two lift 4545 passanger and service lift purpose.
Completion Date	NA
Measurment	Nil
Security	Nil
Remarks	Nil

13/02/2023

For *G V Reserch Centers Pvt Ltd*

Accepted the above Terms And Conditions

Requisition Form						
Company Name	GVRC	Date	11-02-2023			
Site & Phase	INNOPOLIS	Time	10:36			
Unit No /Block No						
Supplier		Req No.	212540			
Material required before date:		ID No	84237			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	ELCD 3590 ELEC 6228-Electrical-PVC Conduit pipe -FR--25mm-Nos 1.2mm PO:- 97086	100		100		
2	ELEC 4412-Electrical-Flexible Copper cable ---1.5Sqmm-2core-kgs	2		2		
3	9975 ELEC1811-Electrical-Copper Wire-Red Color-Gloster-1SqmmX90mtrs-Bundles	6		6		
4	52284 ELEC3597-Electrical-Socket--Wipro NW-16amps-Nos	16		16		
5	ELSW 82970 ELEC5426-Electrical-Switch--Wipro NW-16amps-Nos 97090.	16		16		
6	ELEC3223-Electrical-PVC Surface Box--Anchor-4Module-Nos	16		16		
7	ELEC3874-Electrical-Module Plate--Wipro NW-4 Module-Nos 97088	16		16		
8	PLUM9778-Plumbing-PVC-Base saddle--40X20mm-Nos	400		400		
9	HARD4403-Hardware-GI wire-PVC Coated--60mtrs-Bundles	1		1		
10						
Remarks:	Towards two lift 4545 Passanger and Service lift.					
	Engineer	Project Manager		Purchase		MD
Prepared By:	AKHIL					
Approved By:	MADHU					
Sign & Date:						

APPROVED
13 FEB 2023
MINISH PARIKH
MANAGER PROCUREMENT