

Form for closure of purchase order

PO no.: 96385	PO date: 03/01/23	Req. no.: 206648	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: shivani	Sign: [Signature]	Date: 03/04/23	
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
1.			
2.			
3.			
Remarks by Accountants: Bills not received against this Po.			
Prepared by:	Sign:	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
1.			
2.			
3.			
Remarks: bills not received, so close this Po.			
Prepared by: Ravi	Sign: [Signature]	Date: 24/4/23	
Advice by MD - action to be taken.			
☐ Get certified bill from supplier (not original).	☐ Prepare bill in SLLP 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

25-01-2023 12:27:52

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

Summit Sales LLP-GVDC

5-4-187/3&4, II nd Floor, MG Road, Secunderabad.

GSTIN 36AAHCG4940K1ZC

040-66335551

040-66335551

Doc No 96385 206648

Doc Date 23-01-2023

Quote No NIL

Quote Date 09-01-2023

SupplyType Supply

Kind Attn : Meghana

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 208700 - HARD-Hardware - MS Bolt+Nut+Double washer-- - 158X150mm - Kgs 15.8x150mm	3.00	130.00	0.00	18.00	460.20
Total Order Value . . .					460.20

Rupees : Four Hundred Sixty and Paise Twenty 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 Next Working Day.

Delivery Location Innopolis
Sy no-542, Genome Valley, Thurtapally, Hyderabad, Telangana
Phone. Nagamani(Engineer) - 7981951035

Penalty For Delay Nil

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 order for cable tray purpose.

Completion Date NA

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 send to HO 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 **Summit Sales LLP-GVDC**

Purchase Order

Page(s) 1-Of 1

23-01-2023 11:16:17

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96385

10.01.23 4:03:12

From Company : **G V Reserch Centers Pvt Ltd**
5-4-187/3&4, II nd Floor, Soham Mansion, MG Road, Secunderabad-50000
G S T No. : 36AAHCG4562D1ZP

Supplier Details

Summit Sales LLP-GVDC
5-4-187/3&4, II nd Floor, MG Road, Secunderabad.

GSTIN 36AAHCG4940K1ZC

040-66335551

040-66335551

Doc No	96385	206648
Doc Date	23-01-2023	
Quote No	NIL	
Quote Date	09-01-2023	
SupplyType	Supply	

Kind Attn : Meghana

Purchase Order for the Supply of following Items.

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Sy no-542, Genome Valley, Thurkapally, Hyderabad, Telangana
Phone. Nagamani(Engineer) - 7981951035

Penalty For Delay Nil**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 order for cable tray purpose.**Completion Date** NA**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 send to HO 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 **Summit Sales LLP-GVDC**

Name : _____

Name : _____

Date : ____/____/____

Requisition Form		Date	09.01.2023		
Company Name:		gyre			
Site & Phase:		imnapols	Time:	11.50	
Unit No./Block No.					
Supplier			Req. No.	206648	
Material required before date:		urgent	ID No.	83297	
S. No	Item	Qty required	Qty available at site	Order Qty	Inward No. Inward Date
1	MISC2333-Miscellaneous-Double Compression cable glands---63mm-Nos	40	0	40	
2	HARD2087-Hardware-MS Bolt+Nut+Double washer---158X150mm-Kgs	3	0	3	
3	HARD4786-Hardware-Cable Tray---1100W X2500L X50Hmm-Nos	150	0	150	
4					
5					
6					
7					
8					
9					
10					
Remarks:		Towards cable tray purpose			
Engineer		Project Manager			
Prepared By:		V. Akhil			
Approved By:		Mr. Madhu			
Sign & Date:		09.01.2023			

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APPROVED
 24 JAN 2023
 MINISH PARIKH
 MANAGER PROCUREMENT

MD