Form for closure of purchase order

PO no.:	97775	PO date:	03/03/23	Req. no.:	212615	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		☑ Material not received.
□ Part material received	□ Full material 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:	Date: 12/04/2023

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.Haripriya	Sign: JHP	Date: 23/04/23

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: As per receipt of Material not received, so close this PO.

Prepared by: Ravi	Sign:	Date: 27/4/23

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
29 APR 2023
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

Original / Office Copy / Purchase Div.Copy

12-04-2023 15:41:13

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			
Andhra Pumps & Motors 7-3-704, R.P.Road, Secunderabad - 500 003. 27702157 **GSTIN** - 7702377715 66568039/23468039	**Doc No**	97775	212615
	Doc Date	03-03-2023	
	Quote No	nil	
	Quote Date	01-03-2023	
	SupplyType	Supply	

Kind Attn : Mr. Krishna,

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	IGST	Amount
1	763900 - ELEC-Electrical - Starter-1 phase-L&T - NA - Nos	2.00	1,200.00	0.00	18.00	2,832.00
			Total Order Value . . .			**2,832.00**

Rupees : Two Thousand Eight Hundred Thirty Two Only.

Terms and Conditions :-

Specification /	All items shall be of L& T brand/company
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	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	1year.
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for 4545 works purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	Material Delivery at GVRC ,Contact Person Mr. Madhu-9502211499

Accepted the above Terms And Conditions

For *G V Reserch Centers Pvt Ltd*

For *Andhra Pumps & Motors*

Authorised Signatory

Date : __/__/____

Name : ____________

Name : ____________

Purchase Order

 03-03-2023 14:25:37 Origi

97775
16.02.23 5:15:19

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				
Andhra Pumps & Motors		**Doc No**	97775	212615
7-3-704, R.P.Road, Secunderabad - 500 003.		**Doc Date**	03-03-2023	
		Quote No	nil	
GSTIN -	27702157	**Quote Date**	01-03-2023	
66568039/23468039	7702377715	**SupplyType**	Supply	

Kind Attn : Mr. Krishna,

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Transportation	Transport cost shall be borne by us.
Warranty	1year.
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for 4545 works purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	Material Delivery at GVRC ,Contact Person Mr. Madhu-9502211499

For *G V Reserch Centers Pvt Ltd*
Authorised Signatory

Name : 03/03/2023

Accepted the above Terms And Conditions
For *Andhra Pumps & Motors*

Name : ______________

Date : __/__/____

Requisition Form

Company Name	GVRC					
Site & Phase	Innopolis	Date	01 03 2023			
Unit No./Block No.		Time				
Supplier						
Material required before date		Req. No	212615			
	PO97737	ID No	84782			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	ELEC2611-Electrical-LED Flood Light -6500K-Wipro D910065-100W-Nos	5	0	5		
2	ELEC6084-Electrical-Starter-1 phase-L&T- -Nos 1,200/+18%	2	0	2		
3	PO97725					
4						
5						
6						
7						
8						
9						
10						
Remarks	Towards 4545 works purpose					
	Engineer	Project Manager		Purchase		MD
Prepared By	Mr Madhu					
Approved By	Mr Madhu		APPROVED 03 MAR 2023 MINISH PARIKH MANAGER PROCUREMENT			
Sign & Date	01 03 2023	Madhu				