Form for closure of purchase order

PO no.:	97583	PO date:	25/2/23	Req. no.:	206647	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:	Date: 12/04/23

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.Haripriya	Sign: J.Haripriya	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: Matiel not received so close this PO (Advance also not paid)

Prepared by: Ravi	Sign:	Date: 26/4/23

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

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No. 1373
Date 28/4/23
Sign

Purchase Order

28-02-2023 10:30:06

Original / Office Copy / Purchase Div.Copy

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			
Emerald Airtech India 50 A/12A, NIT INDL Area, Faridabad-121001	Doc No	97583	206647
	Doc Date	25-02-2023	
	Quote No	EIC/23-24/GN	
GSTIN 06ADFPN3386A1ZSL	Quote Date	25-02-2023	
9810069204 9810069204	SupplyType	Supply	

Kind Attn : Govind Narula

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	IGST	Amount
1	958600 - MISC-Miscellaneous - Air Separator-- - NA - Nos 1000L Air Saperator PN10, Super Vent 50mm (Emerald make).	1.00	100,464.0	0.00	18.00	118,547.52
					Total Order Value . . .	**118,547.52**

Rupees : One Lakh(s) Eighteen Thousand Five Hundred Fourty Seven and Paise Fifty Two Only.

Terms and Conditions :-

Specification / Brand	As per details given in the quotation. The above material is of Emerald make.
Payment Terms	100% as advance.
Tax	Inclusive of all taxes
Delivery Date	2weeks from the date of PO.
Delivery Location	Innopolis Sy no-542, Genome Valley, Thurkapally, Hyderabad, Telangana Phone. Nagamani(Engineer) - 7981951035
Penality For Delay	Nil
Transportation Cost	Extra.
Warranty	Nil
Advance Paid	Rs: 1,18,548 by Cheque/RTGS. Cheque no:________dated________.
Other Terms	We reserve the right to reject items not conforming to quality and specifications.
Completion Date	NA
Measurment	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*

Authorised Signatory

Accepted the above Terms And Conditions

For *Emerald Airtech India*

 25-02-2023 18:13:42

Purchase Order

97583
16.02.23 5:15:17

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

Supplier Details

Emerald Airtech India
50 A/12A, NIT INDL Area, Faridabad-121001

GSTIN 06ADFPN3386A1ZSL
9810069204 9810069204

Doc No	97583	206647
Doc Date	25-02-2023	
Quote No	EIC/23-24/GN	
Quote Date	25-02-2023	
SupplyType	Supply	

Kind Attn : Govind Narula

Purchase Order for the Supply of following Items.

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Completion Date	NA
Measurment	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***

Authorised Signatory

Name : ____________________

Accepted the above Terms And Conditions

For ***Emerald Airtech India***

Date : __/__/____

Name : ____________________

Requisition Form						
Company Name:	gvrc	Date:	09.01.2023			
Site & Phase :	innopolis	Time:	11:50			
Unit No./Block No.						
Supplier:		Req. No.	206647			
Material required before date:	urgent	ID No.	83296			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	MISC9586-Miscellaneous-Air Separator----Nos	1	0	1		
2						
3						
4						
5						
6						
7						
8						
9						
10						
Remarks:	Towards 4545 chiller purpose					
	Engineer	Project Manager		Purchase		MD
Prepared By:	V.Akhil					
Approved By:	Mr Madhu	Madhu				
Sign & Date:	09.01.2023					

APPROVED BY
17 FEB 2023
SOHAM MODI
MANAGING DIRECTOR

Po no: 97583

Request for payment

5DiVision	Purchase division		
Pay to	Emerald Airtech India	VRN/CRN	
Towards	Supply of Air Separator 1000L PN10		
Amount	Rs: 118548/-		
Payment/ cheque date	☐ coming Monday ☑ Other date: 27-02-23		
In case of other date, given reason			
Payment from company	GVRC		
Project	Innopolis		
Type of payment	☐ Advance ☐ Part Payment ☐ Balance Payment ☑ Full Payment ☐ PDC ☐ Transfer to Cash card/petro card ☐ Other:		
Payment mode	☐ Cheque ☐ Payorder ☑ RTGS/NEFT ☐ Cash ☐ Online payment ☐ Payment by Cash card ☐ Transfer to Cash card ☐ Transfer to petro card ☐ Other:		
PO/WO no.	97583	Requisition no.	206647
Remarks/ Desc.	100 % Advance payment.		

Requested by:	Approved by:	Sign	Date
Md. Anwar		25/2/23	

Note: 1. Use this note for all requests for payment. 2. Do not use for weekly site payments. 3. Use for all transfers to Cash card or petro card. 4. Request for payment must be made by Thursday for payment to be made on the coming Monday. 5. In case of urgent payment or other dates write justification. 6. VRN/CRN nos to be mentioned in case of payments made to vendors/contractors.

APPROVED BY
25 FEB 2023
SOHAM MODI
MANAGING DIRECTOR

Procurement/Purchase comparison sheet									
Prepared by:		Md. Anwar							
Date:		25-02-2023							
			Net rate after discount						
Sl. No.	SKU	Additional specs	Qty (nos)	Aerospin Technologies Pvt Ltd - Rate	Aerospin Technologies Pvt Ltd - Amount	Emerald Enterprises (Emerald make) - Rate	Emerald Enterprises (Emerald make) - Amount	Anergy (Anergy make) - Rate	Anergy (Anergy make) - Amount
1	1000L Air Saperator - PN10	300mm	1	1,07,000	1,07,000	88,464	88,464	1,04,922	1,04,922
2	Supervent		1		Included.	12,000	12,000	16,791	16,791
3									
4									
5									
6									
7	Sub Total				1,07,000		1,00,464		1,21,713
8	Adding 18% GST				19,260		18,084		21,908
9									
10	Total:				1,26,260		1,18,548		1,43,621
Notes:									
1	Material required for site:	GVRC - 4545							
2	Details of requisiton no., required by, etc.:								
3	Transport charges			Extra.		Extra.		Extra.	
4	Delivery period			2-3weeks from the date of Advance.		4-5weeks from the date of Advance.		6-8weeks from the date of Advance/PO.	
5	Advance			50% as advance payment with PO.		50% as advance payment with PO.		50% as advance payment with PO.	
6	Payment terms			50% Balance before dispatch.		50% Balance before dispatch.		50% Balance before dispatch.	
7	Loading cost			Included.		Included.		Included.	
8	Unloading cost			Extra.		Extra.		Extra.	
9	Warranty			1 year against manufacturing defects.					
10	Other term 1								
11	Other term 2								
12	Other term 3								

APPROVED BY
25 FEB 2023
SOHAM MODI
MANAGING DIRECTOR