Form for closure of purchase order

Data required from site/engineers:				
PO no.:	79548		PO date:	
Req. no.:	156549		Req. date:	
Material received	◻ Part ◻ Full		MRN nos.:	
If material partially delivered then can balance material be ordered by new requisition/PO	◻ No further material required and PO can be closed. ◻ No material cannot be ordered by new PO. ◻ PO can be closed and balance material can be ordered by new requisition.		Can PO be closed?	◻ Yes ◻ No
Remarks by engineer:				

Notes: 1. Provide details of material received by way of separate attachment. 2. Provide hardcopy of DCs/proof of delivery + PO. 3. Provide copies of invoices if available. 4. This entire set to be sent by way of hard copy to Ashaiya.

Prepared by	Sign	Date	Project manager	Sign	Date

Data required from accounts:	
Are any bills received wrt to this PO.	◻ Yes for full PO ◻ Yes for part of PO ◻ No.
Scan ID nos. of advice for credit to supplier	
Remarks by Accountants:	

Notes: 1. Accountants to attach hard copy of purchase voucher.

Prepared by	Sign	Date	Accounts manager (approval required for PO more than 10k)	Sign	Date

Action taken by purchase:

◻	Get certified bill from supplier (not original).		
◻	Prepare bill in SSLLP for material supplied.		
◻	Get proof of delivery from site.		
◻	Barcoded PO missing – get certified copy from Accounts.		
◻	Thereafter, prepare advice to credit to supplier and send to HO for processing.		
◻ ✓	Close PO	◻	Keep PO open. Material awaited
◻	Send barcoded PO to MDs desk. PO to be closed thereafter.		
◻	Accounts to be reconciled with supplier. Suppliers ledger required from 1.4.2021.		
◻	Accounts to be reconciled with supplier. Suppliers ledger required from 1.4.2020.		
◻	RMC supplier – suppliers ledger required from 1.4.2020. Process bill after thoroughly checking both the ledgers and all pour reports. Pour reports from day one to be thoroughly checked with Pos/Bills. Thereafter, prepare advice to credit to supplier and send to HO for processing. Close all open POs.		

Remarks: E&D for comm... 4/3

Bill received to E&D for V.no.29 ~~and~~ accountant entered in tally. villa.no. 82 bill is pending

Prepared by	Sign	Date

Check 24/3.

APPROVED BY
30 MAR 2022
SOHAM MODI
MANAGING DIRECTOR

Form for closure of purchase order

Data required from site/engineers:				
PO no.:	79548		PO date:	10/8/21
Req. no.:	156549		Req. date:	9/8/21
Material received		□ Part ☑ Full	MRN nos.:	—
If material partially delivered then can balance material be ordered by new requisition/PO		☑ No further material required and PO can be closed. □ No material cannot be ordered by new PO. □ PO can be closed and balance material can be ordered by new requisition.	Can PO be closed?	☑ Yes □ No

Remarks by engineer: Above material Recived work also completed & Bill done villa no 82 Bill not done Bill copy Attached.

Notes: 1. Provide details of material received by way of separate attachment. 2. Provide hardcopy of DCs/proof of delivery + PO. 3. Provide copies of invoices if available. 4. This entire set to be sent by way of hard copy to Ashaiya.

Prepared by	Sign	Date	Project manager	Sign	Date
Mureli	[signature]	4/3/22	K. Purushotham	[signature]	4/3/22

Data required from accounts:	
Are any bills received wrt to this PO.	□ Yes for full PO □ Yes for part of PO ☑ No.
Scan ID nos. of advice for credit to supplier	
Remarks by Accountants: Bill Not Received	

Notes: 1. Accountants to attach hard copy of purchase voucher.

Prepared by	Sign	Date	Accounts manager (approval required for PO more than 10k)	Sign	Date
Ramesh	[signature]	5/3/22			

Action taken by purchase:	
Status of PO	□ PO closed and email sent to supplier. □ PO open material awaited.
Status of proof of delivery:	□ Proof of delivery received. □ Proof of delivery not available with site or purchase.
Original barcoded PO available	□ Yes □ No – certified copy received from accounts.
Original bill available	□ Yes □ No – certified copy obtained from supplier.
Supplier's ledger available	□ Yes □ No
Advice for credit to supplier	□ Prepared for entire PO □ Part of PO and PO closed. □ Prepared for part of PO and balance material awaited.
Remarks by purchase:	

Prepared by	Sign	Date	Purchase manager	Sign	Date
				nnn	

Notes: 1. Purchase to attach hard copies of 'advice for credit to supplier'. 2. In case advice for payment to supplier cannot be prepared (material not delivered or other reasons) attach this note to original PO, original requisition, original bill and proof of delivery and send to MD.

Purchase Order

 04-03-2022 10:25:44 Original / Office Copy / Purchase Div.Copy

From Company : **Silver Oak Villas LLP**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36ADBFS3288A2Z7

Supplier Details			
Leela Steel Railing & Furniture Main office: 1-2-3-5/1, India Nagar Colony, Venkateshwara Temple Road, Beside Kattalmandi, Uppal, Hyderabad.	**Doc No**	79548	156549
	Doc Date	10-08-2021	
	Quote No	Nil	
GSTIN 36CRBPB0826R1ZO	**Quote Date**	27-11-2018	
8125765219/7075802950	**SupplyType**	Supply And Installation	

Kind Attn : Mr. Mohan Ram

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	6039 - Miscellaneous - SS Railing - NA - rft *60 rft x 02 nos*	120.00	320.31	0.00	18.00	45,355.90
					Total Order Value . . .	**45,355.90**

Rupees : Fourty Five Thousand Three Hundred Fifty Five and Paise Ninty Only.

Terms and Conditions :-

Specification / Brand	All items shall be of 'Jindal' brand. 202 grade, 50mm x 1.5mm thick, 44' length.
Payment Terms	50% as advance & balance 50% after delivery and completion of the work.
Tax	All taxes included in above price.
Delivery Date	Within 4days
Delivery Location	Silver Oak Villas Phase - IX Sy. No. 291, Cherlapally, Hyderabad, next to Govt. of india mint Phone. Contact: Security 65908777, 9502288244 Sanjay
Penality For Delay	Nil
Transportation Cost	Included in above price.
Warranty	Nil
Advance Paid	Rs. 22,678/- to be pay vide cheque no. , dt.
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for V.no. 29 & 82 purpose. Above rates are inclusive of all.
Completion Date	Work shall be completed within 3 days from the date of the work order.
Measurment	Nil
Security	Nil
Remarks	

For ***Silver Oak Villas LLP***
Authorised Signatory

Accepted the above Terms And Conditions
For ***Leela Steel Railing & Furniture***

Name : ____________________ Name : ____________________ Date : __/__/____

Construction division.
Advice for giving credit to contractors suppliers.

Sl. No. – site bills register	991	Date - site bills Register	20-09-2021
Company Name:	SOVLLP	Site:	SOU
Name of Contractor	Leela Steel		
Nature of work	SS Steel Railing		
Work done	From Date 20-08-2021	To Date	17-09-2021

Sl. No.	Villa/Flat/block no.	Qty.	Rate	Units	Amount	Contractors bill no
1.	Villano: 29					
2.	3 BHK Villa	60.00	320.31/-	Rft	19218.60/-	
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.	Total:				19,218.60/-	

Bill required	✓YES NO.	GST bill required	✓YES NO.
Measurement & estimate sheet:	✓Required Not required	Measurement & estimate sheet:	✓Enclosed Not enclosed
PO/WO no.		PO/WO date:	

Remarks :

APPROVED BY
20 SEP 2021
Project Manager
K. Purshotham (S.O.V.LLP)

Approved by Project Manager	Approved by Design Team	Approved by M.D.
Date:	Date:	Date:
Sign:	Sign:	Sign:

Notes: 1. This advice must be sent within 7 days of completing work. 2. This form can be used for certifying labour bills, bills for hire charges, earth work, turnkey civil contractors. 3. Wherever not applicable - fill NA. 4. Estimate and measurement sheets are not required for turnkey jobs where guideline rates are clearly given.

PURCHASE DIVISION.

Advice for approval for credit to contractor

Date:	26/10/2021	Prepared by:	T.D. Murthy
WO no.	79548	WO date.	10/08/2021
Contractor Name	Mr. Mohan Ram	WO amount – A	Rs. 45,356/-
Firm/Company	Silver Oak Villas LLP	Project name	SOV - IX
Nature of work	SS Railing		
Villa/flat/block no.	29		
Request for payment date	20/09/2021	Request for payment amount – B	Rs. 19,219/-
GST on bills – C	Rs. 3,459/-	Total D = B + C	Rs. 22,678/-
Work done from	20/08/2021	Work done to	17/09/2021
Sl. No	Bill No.	Bill date	Bill amount
1.	047	26/10/2021	Rs. 22,678/-
2.	-	-	-
3.	-	-	-
4.	-	-	-
		Amount E - Bills total	Rs. 22,678/-

Amount F - Voucher payment amount F (D-E) – 40% labour charges, 40% allowance for consumables and 20% transport charges – or as per guidelines	-
Amount G - Other Credits :	-
Amount H - Other Debits :	-
Amount I - to be credited to the contractor (E+F+G-H)	Rs. 22,678/-
Amount J – Difference A-B (should be nil)	Rs. -26,137/-
Amount K – Difference D-E-F (should be nil)	-
Quantity received as per WO	☐ Yes ☐ Excess received ☑ Short received ☐ Explained below
Difference between A & B acceptable	~~☐ Yes ☐ No~~ (explained below)
Excess / short material received	~~☐ Approved~~ - within acceptable limits ☐ No (explained below),
Close WO	☐ Yes ☑ No – wait for balance material ☐ No (explained below)
Advance paid / PDC given (deduct when paying)	☐ Yes – **Rs.** /- ☑ No
Payment – due date	**01/11/2021**

Remarks: **Estimate and measurement sheet is enclosed. Part bill received. Please check advances and release the balance**

Payment.

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M.D.	Accounts – receiver of bill	Accountants	Accounts Manager
Sign:			APPROVED 26 OCT 2021 MANISH PARIKH MANAGER PROCUREMENT				
Date	26/10/21						

Notes: 1. In case amount to be credited to contractor and the bills total does not match prepare JV for debit or credit. 2. Attach additional sheets if quantity of bills or DCs is more than the space provided. Clearly mark the space provided with 'see attachment'. 3. Purchase Officer can approve WOs upto Rs. 5,000/-, Purchase Manager and Procurement Manager to approve all bills from 5,000/- to 1,00,000/- 4. Attach JV, Office copy of WO, DCs and bills to this advice. 5. To be approved by accounts manager if value exceeds Rs. 10,000/- 6. MD to approve all bills above Rs. 1,00,000/-

TAX INVOICE Cell : 8125765219, 7075802950

M/s. LEELA STEEL RAILING & FURNITURE

Mfg: All Kinds of Stainless steel, Railings steel Furniture, Kitchen Trolleys 202,304 & All Interior, Decorative Items

Main Office : 1-2-3-5/1, Indiranagar Colony, Venkateshwara Temple Road, Beside Kattalamandi, Uppal, Hyderabad.

Branch Office : Ramppally Chowrasta, Ghatkesar Road, Hyderabad.

Buyer : M/s.: Silver oak villas LLP	Invoice No. 047	Date : 26/10/2021
	Delivery Note :	Made of Payment :
	Buyers Order No. : 79548	Date : 10/8/2021
GST No. : 36ADBFS3288A2Z7	Despatched Through:	Destination :

Sl. No.	Description of Goods	HSN Code	Qty	Rate	Amount Rs. Ps.
1	SS Railing (V. w 29)		60	320.31/-	19218.60/-

SUMMIT SALES LLP R.R. DIST. IN WARD No: 56028 Date: 26.10.21 Sign: ....

GST No. : 36CRBPB0826R1ZO	Gross Value		19218.60/-
Rupees in words: Twenty two Thousand Six hundred and Seventy Seven.	Add CGST	9 %	1729.67/-
	Add SGST	9 %	1729.67/-
	Add IGST	%	—
	GRAND TOTAL		22677.94/-

Terms & Conditions

1. Our risk and responsibilty ceases on delivery of goods and we are not respondible for damages, shortages or theft in transist.
2. 27% Intrest will be charged on bills remaining unpaid after due date
3. Payments within................................days.

For LEELA STEEL RAILING & FURNITURE

Proprietor

Purchase Order

79548
10.08.21 11:15:44

Page(s) 1 Of 1 10-08-2021 13:57:20 Copy

From Company : **Silver Oak Villas LLP**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36ADBFS3288A2Z7

Scan id:- 89434

Supplier Details			
Leela Steel Railing & Furniture Main office: 1-2-3-5/1, India Nagar Colony, Venkateshwara Temple Road, Beside Kattalmandi, Uppal, Hyderabad. **GSTIN** 36CRBPB0826R1ZO 8125765219/7075802950	**Doc No**	79548	156549
	Doc Date	10-08-2021	
	Quote No	Nil	
	Quote Date	27-11-2018	
	SupplyType	Supply And Installation	

Kind Attn : Mr. Mohan Ram

Purchase Order for the Supply of following Items.

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Tax	All taxes included in above price.
Delivery Date	Within 4days
Delivery Location	Silver Oak Villas Phase - IX Sy. No. 291, Cherlapally, Hyderabad, next to Govt. of india mint Phone. Contact: Security 65908777, 9502288244 Sanjay
Penality For Delay	Nil
Transportation Cost	Included in above price.
Warranty	Nil
Advance Paid	Rs. 22,678/- to be pay vide cheque no. , dt.
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for V.no. 29 & 82 purpose. Above rates are inclusive of all.
Completion Date	Work shall be completed within 3 days from the date of the work order.
Measurment	Nil
Security	Nil
Remarks	

→ Part Bill received of Rs. 22,679/- . Bill no. 047 26/10/21

and Bal. Bill to be received of 26/10/21

Books of accounts verified and no bills against this PO were received by accounts
Name:
Sign:
Date:

For *Silver Oak Villas LLP*
Authorised Signatory
10/08/2021

Name : ______

Accepted the above Terms And Conditions
For ***Leela Steel Railing & Furniture***

Name : ______

Date : __/__/____

1092

Requisition Form

Company Name:	Silver Oak Villas LLP	Date:	~~09-08-2021~~
Site & Phase :	Silver Oak Villas	Time:	15.00
Supplier		Req. No.	156549
Material required before date:	13-08-2021	ID No.	~~68297~~ 68276

No	Description	Size	Quantity	Units	67818	Date
1	S.S Railing	60Rft	02	No's		
2						
3						
4						
5						
6	79598					
7						
8						
9						
10						

APPROVED
10 AUG 2021
MINISH PARIKH
MANAGER PROCUREMENT

Remarks: - For villa no. 29,82 use purpose

Prepared By	Ch. Pranavi	Approved by	
Sign.& Date	09-08-2021	Sign. & Date	

Note: On receipt of material at site write inward number and date in last 2 columns.

Company Name:	Silver Oak Villas LLP	Date:	28.03.19
Site & Phase :	Silver Oak Villas	Time:	15.00
Supplier		Req. No.	
Material required before date:		ID No.	

No	Description	Size	Quantity	Units	Inward No	Date
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Remarks: -For Site Use Purpose

Prepared By	G chandra kanth	Approved by	
Sign.& Date		Sign. & Date	

Note: On receipt of material at site write inward number and date in last 2 columns.