

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 SSSLP 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 h 413					
Bill received to E&D for v.no. 29 and accountant entered in tally. villa no. 82 bill is pending					
Prepared by	Sign		Date		

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.:	7
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 received work also complete
 G. Bill done vina 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
Manish	AD	4/3/22	K. Purushotham	E	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
Manish	A	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

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.

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.

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

Penalty 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:	SDVLLP	Site:	SOV
Name of Contractor	Leela Steel		
Nature of work	SS Steel Railing		
Work done	From Date	To Date	
	20-08-2021	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	19,218.60/-	
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/VO no.		PO/VO date:	

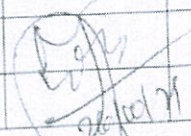
Remarks :

APPROVED BY

Approved by Project Manager Date: 20 SEP 2021 Sign: K. Purshotham (S.O.V.LLP)	Approved by Design Team Date: Sign:	Approved by M.D. Date: 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 lift 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),					
Case 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	Accounts – receiver of bill			
Sign:			Accounts Manager			
Date	26/10/21	26 OCT 2021				

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 :

Mode of Payment :

Buyers Order No. : 79548

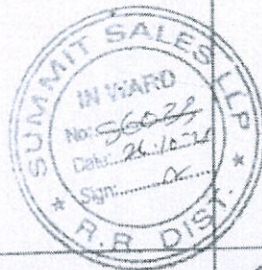
Date : 10/8/2021

Despatched Through :

Destination :

GST No. : 36ADBES3288A2Z7

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



GST No. : 36CRBPB0826R1Z0

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

%

—

Terms & Conditions

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

GRAND TOTAL

22677.94/-

For LEELA STEEL RAILING & FURNITURE

Proprietor

Purchase Order

Page(s) 1 Of 1

10-08-2021 13:57:20



79548

10.08.21 11:15:44

Copy

From Company : **Silver Oak Villas LLP**
5-4-187/3 & 4, IIInd 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.

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

Penalty 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.

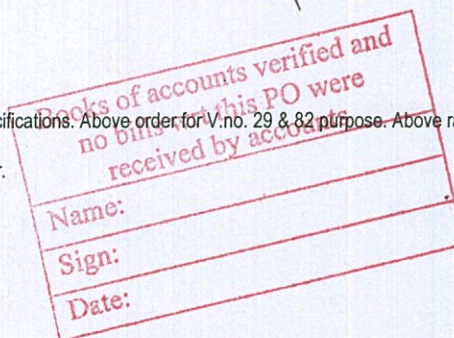
Completion Date Work shall be completed within 3 days from the date of the work order.

Measurement Nil

Security Nil

Remarks

→ Part Bill received of
R. 22,678/- . Due out
26/10/21
and Bal. Bill to be received
26/10/21

For **Silver Oak Villas LLP**

Authorised Signatory

Name : _____

Name : _____

Accepted the above Terms And Conditions

For **Leela Steel Railing & Furniture**

Date : ____/____/____

Requisition Form

1092

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 68296	
No	Description	Size	Quantity	Units	67818	Date	
1	S.S Railing	60Rft	02	No's			
2							
3							
4							
5							
6							
7							
8							
9							
10							

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.