Form for closure of purchase order

Data required from site engineers

PO no	86430	PO date	17/3/22	Req. no.:	183994	Advice Scan ID	

MRN nos. related to PO 105930

- 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: material fully recived.

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 Acharya.

Prepared by	Sign	Date	Project manager	Sign	Date
K. TULAS Rani	(signature)	18/4/22	K. Purushotham	(signature)	18/4/22

Data required from accounts:

- Checked with E&D for receipt of bills.
- Bills not received against this PO.
- Part bill received against this PO. | Bill nos. |
- ✓ All bills received against this PO.
- Advance paid against this PO. | Amount paid |

Remarks by Accountants:

Notes: 1. Pos issued for false ceiling and such works may have been processed by E&D. Check before filling the above.

Prepared by	Sign	Date	Accounts manager (approval required for PO more than 10k)	Sign	Date
Ramesh	(signature)	25/04/22			

Advice by MD - action to be 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.
- PMC 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.
- E&D to check receipt of bill and enter comments below.
- Details of material supplied and balance material to be supplied is required.

Remarks

Sign

APPROVED BY
20 APR 2022
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

Silver Oak Villas LLP

Supplier Details

GSTIN [illegible]

Doc No	[illegible]
Doc Date	17 03 2022
Quote No	Nil
Quote Date	09 03 2022
SupplyType	Supply And Installation

Kind Attn : Mr. M. Sudarshan

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 2429 - Carpentry - windows - UPVC Sliding windows-2.5 track-with mesh - 5ft X 4ft - Sft [illegible]	72.00	335.00	0.00	18.00	28,461.60
2 2450 - Carpentry - windows - UPVC Ventilator - 2ft X 2ft - Sft Openable - Top hung - [illegible]	12.00	520.00	0.00	18.00	7,363.20
3 2443 - Carpentry - windows - UPVC Openable window - 2ft X 4ft - Sft [illegible]	32.00	485.00	0.00	18.00	18,313.60
4 2428 - Carpentry - windows - UPVC window - NA - Sft 2.5 Track - sliding - [illegible]	10.50	385.00	0.00	18.00	4,770.15
5 2428 - Carpentry - windows - UPVC window - NA - Sft 2.5 Track with provision only - [illegible] - 12 nos	48.00	330.00	0.00	18.00	18,691.20
6 2452 - Carpentry - windows - UPVC Fixed window - 4ft x 2ft - Sft [illegible]	16.00	315.00	0.00	18.00	5,947.20
7 2435 - Carpentry - windows - UPVC Sliding windows-2.5 track-with mesh - 4ft X 4ft - Sft [illegible]	16.00	380.00	0.00	18.00	7,174.40
		Total Order Value . . .			90,721.35

Rupees Ninety Thousand Seven Hundred Twenty One and Paise Thirty Five Only.

Terms and Conditions :-

Specification / Brand	As per details given in the quotation dt 09/03/2022
Payment Terms	10% as advance & balance on delivery of materials and receipt of invoice. Advance paid to be proportionately deducted
Tax	All taxes included in above price
Delivery Date	Within 4 days
Delivery Location	Silver Oak Villas Part [illegible] [illegible] 11 12 14 15 16 17 18 294 [illegible]
Penalty For Delay	Bills must be submitted to [illegible] within 30days of completion of work [illegible]
Transportation Cost	Included in the above price
Warranty	1 year on workmanship
Advance Paid	[illegible] to be pay vide cheque no [illegible]
Other Terms	[illegible]
Completion Date	Work to be completed within 3 working days [illegible]
Measurement	Payment will be made as per measurement of [illegible] Wastage [illegible]

Silver Oak Villas LLP

[illegible]

Mr. M. Sudarshan

M. SUDARSHAN

Fabrication of Aluminium Partitions, Doors, Windows & Glazing Works
H.No. 1-3-48, Pottery Bazar, Bolarum, Sec'bad. Cell 9849102251

GSTIN: [illegible] — DELIVERY CHALLAN

CUSTOMER NAME AND ADDRESS: [illegible] — D.C. No: 3 — DATE: 1/4/22

[illegible] — CUSTOMER D.C. No & DATE:

[illegible] — CUSTOMER Ord. Ref: 86430

Sl. No.	DESCRIPTION OF THE ITEMS	QUANTITY	Approx. Value Rs.
	Supply Windows [illegible]		
1	6'0 x 4'0	3 Nos	
2	2'0 x 2'0 Ventilator	3 Nos	
3	3'0 x 4'0	4 Nos	
4	2'6 x 2'0	1 No	
5	6'0 x 4'0	2 Nos	
6	4'0 x 4'0 Fixed Frame	1 No	
7	4'0 x 4'0	1 No	

V No 114

[illegible stamp] FOUR [illegible] 10/4/22 Received by: SILVER OAK VILLAS [illegible]

RECEIVED THE GOODS IN GOOD CONDITION

M. SUDARSHAN
Sudarshan

INSTALLATION REPORT

Company/ firm:	SOV - III	Requisition nos.:	183994
Project:	SOV - III	PO no.:	86430
Supplier:	M. Sudharshan	Material type:	UPVC windows

Details of installation:

Sl. No.	Date of installation	Unit no.	Material details	Size	Qty
1.	9/4/22	114	UPVC windows	6'x4'	3 NO'S
2.	9/4/22	114	Ventilators	2'x2'	3 NO'S
3.	9/4/22	114	UPVC windows	2'x4'	4 NO'S
4.	9/4/22	114	"	3'6"x 3'	1 NO.
5.	9/4/22	114	"	6'x4'	2 NO'S
6.	9/4/22	114	Fixed Frames	4'x4'	1 NO.
7.	9/4/22	114	UPVC windows	4'x4'	1 NO
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
				Total:	15 NO'S

Remarks:

	Project manager	Security	Admin (Audit)
Approved by			

Note: 1. Report to be sent on completion of work. 2. For partial completion report must be sent once a month. 3. This report is required for installation of windows, french windows, balcony/ staircase railing, fire doors and such materials where PO for material + labour is issued. Exclude false ceiling, painting, water proofing where 'Advice for giving credit to contractor/supplier form' is being set to F&D. 4. One or more reports can be made per PO. Avoid multiple Pos in one report. 5. Provide report on defaults, poor quality, missing items, etc. 6. Reports to be provided regularly. However, must be provided within one working day of request from purchase.

Cell : 9849102251

TAX INVOICE

M. SUDARSHAN

FABRICATION OF ALUMINIUM PARTITIONS, DOORS, WINDOWS & INTERIOR WORKS

D.No. 1348, Pioneer Bazar, Bollarum, Secunderabad - 500 010. T.S.
Email : sudarshan.maheshwaram@yahoo.com

GSTIN No. 36BBIPM8347N1ZW

Name : Silver Oak Villas LLP
5-4-187/3&4 II Floor M.G.Road Sec-bad
GST No 36 ADBFS3288A2Z7

Bill No. 177 — Date : 9-4-22
D.C No. 3 — Date :
Order No. 86430 — Date :

Sl No	PARTICULARS	HSN CODE	FOR SIZE	QTY	FOR SFT	Amount Rs.	Ps.
	UPVC windows						
1	2-5 Trak Sliding Window Mesh 6'-0 x 4'-0 x 3 Nos			72-0	335=00	24120	00
2	— do — Venti Latcus 2'-0 x 2'-0 x 3 nos			12-0	520=00	6240	00
3	— do — open windows 2'-0 x 4'-0 x 4 Nos			32-0	485=00	15520	00
4	— do — S/W 3'-6 x 3'-0 x 1 NO			10-50	385=00	4042	50
5	— do — 6'-0 x 4'-0 x 2 Nos			48-0	330=00	15840	00
6	— do — 4'-0 x 4'-0 x 1 Fix			16-0	315=00	5040	00
7	— do — 4'-0 x 4'-0 x 1 S/W			16-0	380=00	6080	00
	V No 114						
		SUB TOTAL				76882	50
		SGST %		9		6919	42
		CGST %		9		6919	42
		IGST %				+	01
		GRAND TOTAL				90721	35

Rupees in Words : Ninety thousand Seven hundred Twenty one and thirty Five Paise only

TERMS & CONDITIONS :

1. Goods once sold will not be taken back and No claim for shortage or damage will be entertained.
2. Cheque disgonour Rs. 500/- Extra
2. Our responsbility ceases no seener goods are handed over to the carring agency.
4. Subject to secunderabad Jurisdiction Only.

SUMMIT SALES LLP R.R. DIST. IN WARD No: 93128 Date: 9/4 Sign:

For M. SUDARSHAN
Sudarshan
Signature

Sudarshan

Data required from site/engineers:

PO no.	264121	PO date	12/02/22	Req no.	183981	Advice Scan ID	

MP's nos. related to PO: 105126

	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.

Remark by engineer: Material fully received

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

Prepared by	Sign	Date	Project manager	Sign	Date
K. Tulasi Rani		12/4/22	K. Ramakrishna		12/4/22

Data required from accounts:

	Checked with E&D for receipt of bills.		
	Bills not received against this PO.		
	Part bill received against this PO.	Bill nos.	
✓	All bills received against this PO.		
	Advance paid against this PO	Amount paid	

Remarks by Accountants:

Notes. 1. Pos issued for false ceiling and such works may have been processed by E&D. Check before filling the above.

Prepared by	Sign	Date	Accounts manager (approval required for PO more than 10k)	Sign	Date
Ramesh		25/04/22			

Advice by MD - action to be 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.		
	E&D to check receipt of bill and enter comments below.		
	Details of material supplied and balance material to be supplied is required.		

Remarks:

Prepared by	Sign	Date

APPROVED BY
20 APR 2022
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

Original : Office Copy : Purchase Div.Copy

Silver Oak Villas LLP
9-1-167/1 & 4, IInd Floor, M.G.Road, Secunderabad 500003
GSTIN : 36AD[illegible]

Supplier Details

[illegible] M. Sudarshan
[illegible] Pioneer Bazar, Bolarum, Secunderabad.

GSTIN [illegible]

9849102251

Doc No	86429 183987
Doc Date	17-03-2022
Quote No	Nil
Quote Date	09-03-2022
SupplyType	Supply And Installation

Kind Attn : Mr. M. Sudarshan

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	2429 - Carpentry - windows - UPVC Sliding windows-2.5 track with mesh - 6ft X 4ft - Sft 71.50" x 47.50" - 03 nos	72.00	335.00	0.00	18.00	28,461.60
2	2450 - Carpentry - windows - UPVC Ventilator - 2ft x 2ft - Sft Openable - Top Hung - 23.50" x 23.50" - 04 nos	16.00	520.00	0.00	18.00	9,817.60
3	2443 - Carpentry - windows - UPVC Openable window - 2ft X 4ft - Sft 23.50" x 47.50" - 05 nos	40.00	485.00	0.00	18.00	22,892.00
4	2428 - Carpentry - windows - UPVC window - NA - Sft 2.5 Track - sliding - 41.50" x 35.50" - 01 nos	10.50	385.00	0.00	18.00	4,770.15
5	2428 - Carpentry - windows - UPVC window - NA - Sft 2.5 Track with provision only - 71.50" x 47.50" - 02 nos	48.00	330.00	0.00	18.00	18,691.20
6	2452 - Carpentry - windows - UPVC Fixed window - 4ft x 4ft - Sft 47.50" x 47.50 - 02 nos	32.00	315.00	0.00	18.00	11,894.40
7	2435 - Carpentry - windows - UPVC Sliding windows-2.5 track-with mesh - 4ft X 4ft - Sft 47.50" x 47.50 - 01 no	16.00	380.00	0.00	18.00	7,174.40
					Total Order Value . . .	103,701.35

Rupees : One Lakh(s) Three Thousand Seven Hundred One and Paise Thirty Five Only.

Terms and Conditions :-

Specification / Brand	As per details given in the quotation dt. 09/03/2022.
Payment Terms	10% as advance & balance on delivery of materials and receipt of invoice. Advance paid to be proportionately deducted.
Tax	All taxes included in above price.
Delivery Date	Within 4 days.
Delivery Location	Silver Oak Villas Part III Sy .No.11,12,14,15,16,17,18 , 294 Phone. 0
Penality For Delay	Bills must be submitted to H.O. within 30days of completion of work 10% plty on value of order will be deducted for delay in submission of bills
Transportation Cost	Included in the above price.
Warranty	1 year on workmanship.
Advance Paid	Rs 10,370/- to be pay vide cheque no. , dtd
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for V no. 12?
Completion Date	Work to be completed within 2 working days. Penalty of 5% of order value per week shall be levied for delay
Measurment	Payment will be made as per measurement of laid and fixed material. Wastage at suppliers cost

For *Silver Oak Villas LLP*

Authorised Signatory

Accepted the above Terms And Conditions

For *Mr. M. Sudarshan*

Name : ____________

Name : ____________

Date : __ __ ____

M. SUDARSHAN

Fabrication of Aluminium Partitions, Door's, Windows & Glazing Work's
H.No. 1348, Poineer Bazar, Bolarum, Sec-bad. Cell:9849102251

GST No:36BBIPM8347N1ZW

DELIVERY CHALLAN

CUSTOMER NAME AND ADDRESS		
Silver Oak Villas LLP	D.C. No. 2	:
5/4/187/3&4 II Floor M-G Road Sbad	DATE	: 7/4/22
36ADBFS3288A2Z7	CUSTOMER D.C. No & DATE	:
	CUSTOMER Ord. Ref.	: 86429

Sl. No	DESCRIPTION OF THE ITEMS	QUANTITY	Approx. Value Rs.
	UPVC Windows		
1	6'-0 x 4'-0 x	3 Nos	
2	2'-0 x 2'-0	4 Nos	
3	2'-0 x 4'-0	5 Nos	
4	3'-6 x 3'-0	1 NO	
5	6'-0 x 4'-0	2 Nos	
6	4'-0 x 4'-0 Fixed Frame	2 Nos	
7	4'-0 x 4'-0	1 NO	
	VNO 127		

Inward No: 1944 Dt: 7/4/22
APN No: 105926 Dt: 9/4/22
Received By: Sign:
SILVER OAK VILLAS PART-III

RECEIVED THE GOODS IN GOOD CONDITION

M. SUDARSHAN
Sudarshan

INSTALLATION REPORT

Company/ firm:	Sov - III	Requisition nos.:	183987
Project:	Sov - III	PO no.:	86429
Supplier:	M. Sudharshan	Material type:	Upvc Windows

Details of installation:

Sl. No.	Date of installation	Unit no.	Material details	Size	Qty
1.	9/4/22	127	Upvc Windows	6' x 4'	3 No's
2.	9/4/22	127	" "	2' x 2'	4 No's
3.	9/4/22	127	"	2' x 4'	5 No's
4.	9/4/22	127	"	3'.6" x 3'	1 No
5.	9/4/22	127	"	6' x 4'	2 No's
6.	9/4/22	127	Fixed Frames	4' x 4'	2 No's
7.	9/4/22	127	Upvc Windows	4' x 4'	1 No.
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
				Total:	18 No's

Remarks:

Approved by	Project manager	Security	Admin (Audit)

Note: 1. Report to be sent on completion of work. 2. For partial completion report must be sent once a month. 3. This report is required for installation of windows, french windows, balcony/ staircase railing, fire doors and such materials where PO for material + labour is issued. Exclude false ceiling, painting, water proofing where 'Advice for giving credit to contractor/supplier form' is being set to F&D. 4. One or more reports can be made per PO. Avoid multiple Pos in one report. 5. Provide report on defaults, poor quality, missing items, etc. 6. Reports to be provided regularly. However, must be provided within one working day of request from purchase.

TAX INVOCIE

Cell : 9849102251

M. SUDARSHAN

FABRICATION OF ALUMINIUM PARTITIONS, DOORS, WINDOWS & INTERIOR WORKS

D.No. 1348, Pioneer Bazar, Bollarum, Secunderabad - 500 010. T.S.
Email : sudarshan.maheshwaram@yahoo.com

GSTIN No. 36BBIPM8347N1ZW

Name : Silver oak Villde LLP
5-4-187/3&4 II Floor M.G Road Sec-bad
GST No 36 ADBFS 3288 A2Z7

Bill No. 176 Date : 9-4-22
D.C No. 2 Date :
Order No. 86429 Date :

Sl No	PARTICULARS	HSN CODE	FOR SIZE	QTY	FOR SFT	Amount Rs.	Ps.
	UPVC Windows						
1	2-5 Trak Sliding windows with Mesh 6'-0 x 4'-0 x 3 Nos			SFT 72-0	335=00	24120	00
2	— do — Venti Laters 2'-0 x 2'-0 x 4 Nos			16-0	520=00	8320	00
3	— do — open windows 2'-0 x 4'-0 x 5 Nos			40-0	485=00	19400	00
4	— do — 3'-6 x 3'-0 x 1 No			10-50	385=00	4042	50
5	— do — 6'-0 x 4'-0 2 Nos			48-0	330=00	15840	00
6	— do — 4'-0 x 4'-0 2 Nos			32-0	315=00	10080	00
7	— do — 4'-0 x 4'-0 1 No			16-0	380-00	6080	00
	V No 127						

Rupees In Words : One Lakh three thousand Seven hundred and one Thirty five Paisa only

SUB TOTAL			87882	50
SGST %	9		7909	42
CGST %	9		7909	42
IGST %				
GRAND TOTAL			103701	35

TERMS & CONDITIONS :

1. Goods once sold will not be taken back and No claim for shortage or damage will be entertained.
2. Cheque disgonour Rs. 500/- Extra
2. Our responsbility ceases no seener goods are handed over to the carring agency.
4. Subject to secunderabad Jurisdiction Only.

SUMMIT SALES LLP R.R. DIST. IN WARD No. 93127 Date: 9/4 Sign:

For M. SUDARSHAN
Sudarshan
Signature

Sudarshan

G.P. BUILDCON MATERIALS
G-1 , Sai Srinivasa Towers, 29 - Sripuri Colony
Kakaguda, Secunderabad - 15

Silver Oaks Villas LLP

Ledger Account
5-4-187/3&4,2 Nd Floor,MGROAD
SECUNDERABAD-03

1-Apr-2020 to 29-Mar-2022

Date		Particulars	Vch Type	Vch No.	Debit	Credit
01-04-2020	To	Opening Balance			10360.00	
13-05-2020	By	ICICI BANK LTD (630805500095)	Receipt	8		10360.00
09-12-2020	To	Sales	GST SALES	GP/20-21/412	2124.00	
01-01-2021	By	ICICI BANK LTD (630805500095)	Receipt	340		2124.00
08-01-2021	To	Sales	GST SALES	GP/20-21/476	1274.00	
04-02-2021	By	ICICI BANK LTD (630805500095)	Receipt	403		1274.00
22-02-2021	To	Sales	GST SALES	GP/20-21/569	6596.00	
17-03-2021	To	Sales	GST SALES	GP/20-21/633	472.00	
23-04-2021	By	ICICI BANK LTD (630805500095)	Receipt	38		6596.00
19-01-2022	To	Sales	GST SALES	GP/21-22/567	4578.00	
					25404.00	20354.00
	By	Closing Balance				5050.00
					25404.00	25404.00

Cash

Books of accounts verified. Ticked bills received. Crossed bills not received.
Name: P. Rameshkumar
Sign:
Date: 31/03/22

Silver Oak Villas - Phase III (20-21)

SUP-GP Buildcon Materials

Ledger Account

1-Apr-20 to 31-Mar-21

Date		Particulars	Vch Type	Vch No.	Debit	Credit
8-Mar-21	Dr	(as per details)	Purchase	PUR/10159		6,596.00
		Equipment GST 18%	5,590.00 Dr			
		Input CGST 9%	503.10 Dr			
		Input SGST 9%	503.10 Dr			
		OIE-Rounded Off	0.20 Cr			
		Being amount credited to Gp Buildon material against invoice no;-GP/20-21/569 DT:-22.02.2021 PONO;-74968 DT:-20.02. 2021				
31-Mar-21	Dr	(as per details)	Purchase	PUR/10209		472.00
		Equipment GST 18%	400.00 Dr			
		Input-CGST	36.00 Dr			
		Input-SGST	36.00 Dr			
		Being amount credited to GP Buildon Material towards Equipment agst bill no:-GP /20-21/633 DT:-17.03.2021 PONO:-74968 DT:-20.02.2021				
						7,068.00
	Cr	Closing Balance			7,068.00	
					7,068.00	**7,068.00**

Silver Oak Villas - Phase III (21-22)

SUP-GP Buildcon Materials

Ledger Account

G1 Sai Srinivasa Towers-29- Sripuri Colony Kakaguda
Secunderbad-15

1-Apr-21 to 31-Mar-22

Date		Particulars	Vch Type	Vch No.	Debit	Credit
1-Apr-21	Dr	**Opening Balance**				**7,068.00**
5-Apr-21	Cr	BANK-Yes Bank Current A/c-009763700003543 *Being Outstanding bills paid*	Payment	PAY/10017/21-22	6,596.00	
31-Jan-22	Dr	(as per details) Tools GST 18% 3,880.00 Dr Input-CGST 349.20 Dr Input-SGST 349.20 Dr OIE-Rounded Off 0.40 Cr *Being amount credited to GP Buildcon Materials towards tools against invoice no: -GP/21/22/567 DT:-19.01.2022 PONO: -84631 DT:-18.01.2022 SCAN ID:-95882*	Purchase	PUR/10713/21-22		4,578.00
					6,596.00	11,646.00
	Cr	**Closing Balance**			5,050.00	
					11,646.00	11,646.00