PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	30/05/22	Prepared by	Ramya	Serial no.	4672
Supplier name	Veldi karunakar Reddy			HO inward no.	
Firm/Company	SOVICP	Project	SOV-III	HO received date	
PO/WO date	12/01/22	PO/WO No.	84411	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	160	09/05/22	3,93,754/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	3,93,754/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: Instalation Report Enclosed	Proof of delivery matches MRN ☑ Yes □ No
Amount B – Other Credits : Transportation charges	—
Amount C – Other Debits :	—
Amount D (D–A+B-C) – Amount to be credited to the supplier:	3,93,754/-
Amount E – PO / WO value:	4,33,650
Amount F – Difference (A – E):	39896/-
Quantity received as per PO /WO	☑ Yes □ Excess received □ Short received □ Part received
Close PO / WO	☑ Yes □ No – wait for balance material □ Other
Payment – due date	6/06/22
Remarks:	Final Bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Ramya	APPROVED			
Sign:	[signature]	31 MAY 2022			
Date	30/05/22	MINISH PARIKH			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

Notes: 1. In case amount to be credited to supplier and the bills total does not match, accountants to prepare JV for debit or credit. 2. This set should only have 5 documents i.e., advice to credit to supplier, original bill, proof of delivery, original purchase order with barcode, original requisition. 3. Do not attach additional documents like weighment slips, RMC batch reports, duplicate documents, Eway bills, test reports, etc. 4. In Amount A, exclude transport, Hamali charges, etc., and instead include in Amount B. 5. This report must reach HO within one working day of approval by purchase officer/purchase manager.

TAXABLE INVOICE

Ph : 944040799

VELDI KARUNAKAR REDDY

Flooring & Decorative Tiles

8-2-120/120/1/3/A, Road No.10, Banjara Hills, Hyderabad - 500034.

Seller GST No. 36AKGPR0150G1ZD

State: Telangana State Code : 36.

Invoice No. 160

Invoice Date : 09/05/2022

Details of Receiver / Billed to. Silver oak villas LLP III

Address:

Buyer GST No.: 36ADBFS3288227 State. Code.

S.No.	Particulars	HSN Code	Qty	Rate	Amount Rs. Ps.
	villa No. 102, 103, 105				
	108, 107, 132, 133		3173	105	333690

SUMMIT SALES LLP R.R. DIST. IN WARD No. 94692 Date 23/5 Sign:

Total Amount	333690
Add CGST @ 9 %	30032.1
Add SGST @ 9 %	30032.1
Grand Total	393754.2

Rupees in words : three lakh ningty three thousand seventy ~~fi~~ hunderd fifty four only

Terms & Conditions:

Goods once sold cannot be taken back or exchanged

Subject to Hyderabad Jurisdiction.

All the overdue bill charged @ 24% per annum

For **VELDI KARUNAKAR REDDY**

V Karunakar Reddy

Signature

TAXABLE INVOICE

Ph: 9440407932

VEEDI KARUNAKAR REDDY

Flooring & Decorative Tiles

8-2-120/120/1/3/A, Road No 10, Banjara Hills, Hyderabad - 500034

Seller GST No: 36AKOPK4150G1Z0

State: Telangana State Code: 36

Inv No:

Inv date: [illegible]/05/2022

Details of Receiver / Billed to: Silver oak Villas LLP

Address:

Buyer GST No: 36ADBPS39[illegible]

S.No.	Particulars	HSN	Rate	Qty	Amount Rs.	Ps.
	Villa No. 109, 103, 105, 108, 107, 187, 133		3178	105	333690	
				Net amount	333690	
				Add CGST 9 %	30032.1	
				Add SGST 9 %	30032.1	
				Grand total	393754	

Rupees in words: Three lakh ninety three thousand seven hundred fifty four Rupees only

Terms & Conditions:

Goods once sold cannot be taken back or exchanged

Subject to Hyderabad Jurisdiction

All the overdue bill charged @ 24% per annum

For VEEDI KARUNAKAR REDDY

Signature

TO: 67996 to 68002

Construction division.
Advice for giving credit to contractors suppliers.

Sl. No. – site bills register	169	Date – site bills Register		24/03/22	
Company Name:	Sov LLP	Site:		Sov-III	
Name of Contractor	Karunakar				
Nature of work	Elevation Shera board Cladding				
Work done	From Date 10/01/22	To Date		20/03/22	

Sl. No.	Villa Flat block no.	Qty	Rate	Units	Amount	Contractors bill no
1.	V.No/- 102, 103, 105					
2.	106, 107, 132, 133	3178	105	sft	3,33,690/-	
3.	Elevation					
4.	Cladding fixing					
5.	Done					
6.						
7.						
8.						
9.						
10.						
11.		Total:			3,33,690/-	

Bill required	✓YES NO.	GST bill required	✓YES NO.
Measurement & estimate sheet:	✓Required / Not required	Measurement & estimate sheet:	✓Enclosed / Not enclosed
PO WO no.	84411	PO WO date:	12/01/22

Remarks :

W

APPROVED BY Approved by Project Manager	Approved by Design Team	Approved by MD
Date: 23 MAR 2022	Date: 24/03/22	Date: APPROVED BY 24 MAR 2022
Sign: Project Manager Ki. Purshotham (S.O.V.LLP)	Sign: Nagalaxmi	Sign: SOHAM MODI MANAGING DIRECTOR

Note: 1. ... be sent within 7 days of completing work. 2. This form can be used for ... for site charges ... 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.

MEASUREMENT SHEET									
Company Name:		Silver Oak Villas LLP		Approved by:					
Project:		Silver Oak Villas		Sign:					
Work Description:		Elevation Cladding Work							
Name of the Contractor		Karunakar Cladding							
Prepared By		G.chandra kanth							
Date:		24.03.2022							
S No.	Item Head	Item Description	Length	Width	Height	Nos.	Quantity	Units	Item Head Total
	TYPE-C1								
1	East Facing	V no 102,103,105,106,107,132,133	12.50	1.00	22.00	7.00	1,925.00	sft	
			10.50	1.00	22.00	7.00	1,617.00	sft	
									3.542.00
		Deduction of DOORS & WINDOWS	2.50	1.00	7.00	7.00	122.50	sft	
			3.00	1.00	3.50	7.00	73.50	sft	
			6.00	1.00	4.00	7.00	168.00	sft	
									364.00
									3178.00

ESTIMATE SHEET							
Company Name:		Silver Oak Villas LLP		Approved by.			
Project:		Silver Oak Villas		Sign:			
Work Description:		Elevation Cladding Work					
Name of the Contractor		Karunakar Cladding					
Prepared By		G.chandra kanth					
Date:		24.03.2022					
S No.	Item Head	Item Description	Quantity	Units	Rate	Amount	Item Head Total
	TYPE-C1						
1	V no 102,103,105,106,107,132,133	East Facing	3178.00	sft	105.00	333690.00	
					Total		3,33,690.00
		Amount- Three Lakhs Thirty Three Thousand Six Hundered Ninty rupess only					

APPROVED BY

23 MAR 2022

Project Manager

K. Purshotham (S.O.V.LLP)

Form for closure of purchase order

Data required from site/engineers							
PO no	811111	PO date	12/01/22	Req. no.:	183835	Advice Scan ID	

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: work order completed full material recived & Istallation deposit sended already.

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
K. Tulasi Rani	(signature)	06/5/22	K. Siva Mohan	(signature)	06/05/22

Data required from accounts:			
☑	Checked with E&D for receipt of bills.		
☑	Bills not received against this PO. ← accuts count		
☐	Part bill received against this PO.	Bill nos.	
☐	All bills received against this PO.		
☑	Advance paid against this PO.	Amount paid	2,16,825/-

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)	10/5/22			

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
13 MAY 2022
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

 12-01-2022 12:18:48

84411
08.01.22 11:42:54

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

Karunakar Reddy
8-2-125/120/3A/45, Banjara Hills, Noor Nagar, Road No.10, Hyderabad.

GSTIN 36AKGPR0150G1ZD NA
NA 9440407992

Doc No	84411	183835
Doc Date	12-01-2022	
Quote No	Nil	
Quote Date	22-10-2018	
SupplyType	Supply	

Kind Attn : Mr. Karunakar Reddy

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	6163 - Miscellaneous - Cement Fiber board - NA - sft *6" wide x 10' length*	3,500.00	105.00	0.00	18.00	433,650.00
					Total Order Value . . .	**433,650.00**

Rupees : Four Lakh(s) Thirty Three Thousand Six Hundred Fifty Only.

Terms and Conditions :-

Specification / Brand	Items shall be of V-Plank brand cement fiber board. 8mm thick.
Payment Terms	50% as advance & balance 50% on completion of work.
Tax	All taxes included in above price.
Delivery Date	Within 6days.
Delivery Location	Silver Oak Villas Part III Sy .No.11,12,14,15,16,17,18 , 294 Phone. 0
Penality For Delay	Nil
Transportation Cost	Included in the above price.
Warranty	Nil
Advance Paid	Rs. 2,16,825/- advance 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. 102,103,105,106,107,132,133.
Completion Date	Work shall be completed within 7 working days from the date of the work order.
Measurment	Nil
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 invoices must be sent to HO office or purchase site office. Proof of delivery/DC can be sent by email.'

work not done

For *Silver Oak Villas LLP*

Authorised Signatory

Name : 12/01/2022

Accepted the above Terms And Conditions

For *Karunakar Reddy*

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	Silver Oak Villas LLP-III	Date:	05-01-2022
Site & Phase :	Silver Oak Villas-III	Time:	15.00
Supplier		Req. No.	183835 f
Material required before date:	urgent	ID No.	72684

No	Description	Size	Quantity	Units	67818	Date
1	Elevation Cladding - Cera Board	6" x 10'	3500	Sft		
2						
3						
4						
5						
6						
7						
8						
9						
10						

Remarks: - For Elevation cladding purpose villa no 102,103,105,106,107,132,133
Please Give work oder to Karunakar Reddy

Prepared By	B.Meenakshi	Approved by	
Sign.& Date	05-01-2022	Sign. & Date	

APPROVED BY
12 JAN 2022
SOHAM MODI
MANAGING DIRECTOR

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

For MDs APPROVAL

- [x] High Value/quantity beyond limits.
- [ ] Po/Req. processed-post approval.
- [ ] Approval for technical details/clarification.
- [ ] Replenishing SSLLP stock
- [ ] Other

T.D. [signature] 11/1/2022

Estimate/Draft PO

 11-01-2022 15:16:04 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			
Karunakar Reddy 8-2-125/120/3A/45, Banjara Hills, Noor Nagar, Road No.10, Hyderabad.	**Doc No**	84411	183835
	Doc Date	11-01-2022	
	Quote No	Nil	
GSTIN 36AKGPR0150G1ZD NA	**Quote Date**	22-10-2018	
NA 9440407992	**SupplyType**	Supply	

Kind Attn : Mr. Karunakar Reddy

Estimate/Draft PO for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	6163 - Miscellaneous - Cement Fiber board - NA - sft *6" wide x 10' length*	3,500.00	105.00	0.00	18.00	433,650.00
					Total Order Value . . .	**433,650.00**

Rupees : Four Lakh(s) Thirty Three Thousand Six Hundred Fifty Only.

Terms and Conditions :-

Specification / Brand	Items shall be of V-Plank brand cement fiber board. 8mm thick.
Payment Terms	50% as advance & balance 50% on completion of work.
Tax	All taxes included in above price.
Delivery Date	Within 6days.
Delivery Location	Silver Oak Villas Part III Sy .No.11,12,14,15,16,17,18 , 294 Phone. 0
Penality For Delay	Nil
Transportation Cost	Included in the above price.
Warranty	Nil
Advance Paid	Rs. 2,16,825/- advance 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. 102,103,105,106,107,132,133.
Completion Date	Work shall be completed within 7 working days from the date of the work order.
Measurment	Nil
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 invoices must be sent to HO office or purchase site office. Proof of delivery/DC can be sent by email.'

APPROVED BY
12 JAN 2022
SOHAM MODI
MANAGING DIRECTOR

T.D [signature] 11/1/22

For *Silver Oak Villas LLP*
Authorised Signatory
Name : 10/01/2022

Name : ____________________

Accepted the above Terms And Conditions
For *Karunakar Reddy*

Date : __/__/____