E

PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	03/08/22	Prepared by	Ramya	Serial no.	6877
Supplier name	Karunakar Reddy			HO inward no.	
Firm/Company	SOV-LLP	Project	SOV-III	HO received date	
PO/WO date	22/02/22	PO/WO No.	85701	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	162	21/07/22	3,04,546/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	3,04,546/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:		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:	3,04,546/-
Amount E – PO / WO value:	3,09,750/-
Amount F – Difference (A – E):	5,204.

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	08/08/22
Remarks:	Final Bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Ramya	Prabhakar			
Sign:	[signature]	[signature]			
Date	03/08/22	03 AUG 2022			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED
P. PRABHAKAR
SR. MANAGER PURCHASE

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 : 9440407992

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. 162

Invoice Date : 21/07/2022

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

Address:

Buyer GST No.: 36ADBFS3288A2Z7 State .... Code ....

S.No.	Particulars	HSN Code	Qty	Rate	Amount Rs.	Ps.
	cement fibar board					
	Villa no. 119.120.121					
			1362	105	143010	
	Villa no. 108 109					
			1096	105	115080	

Rupees in words : theere lakh fourthandard five hunderd fourty six only

Total Amount	258090
Add CGST @ 9 %	23228.
Add SGST @ 9 %	23228.
Grand Total	304546

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

SUMMIT SALES LLP
INWARD
No. 9736
Date 28/7
Sign.
R.R. DIST.

Form for closure of purchase order

Data required from site/engineers:							
PO no.:	85701	PO date:	22/02/22	Req. no.:	183947	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 completed installation report 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		06/5/22	K. [illegible]		06/05/22

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	154875/-

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		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

Estimate/Draft PO

 19-02-2022 13:41:10

85701
14.02.22 2:32:34

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**	85701	183947
	Doc Date	19-02-2022	
	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*	2,500.00	105.00	0.00	18.00	309,750.00
					Total Order Value . . .	**309,750.00**

Rupees : Three Lakh(s) Nine Thousand Seven 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. 1,54,875/- 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. 108,109,119,120,121.
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.'

For MDs APPROVAL

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

APPROVED BY
22 FEB 2022
SOHAM MODI
MANAGING DIRECTOR

T.D. Nreeey
19/2/22

For *Silver Oak Villas LLP*

Authorised Signatory

Name : 19/02/2022

Accepted the above Terms And Conditions

For *Karunakar Reddy*

Name : ______

Date : __/__/____

Requisition Form

Company Name:	Silver Oak Villas LLP-III	Date:	18-02-2022
Site & Phase :	Silver Oak Villas-III	Time:	15.00
Supplier		Req. No.	183947
Material required before date:	urgent	ID No.	73968

No	Description	Size	Quantity	Units	Inward No	Date
1	Shera Board Cladding		2500	Sft		
2						
3						
4						
5	85701					
6					APPROVED BY	
7						
8					22 FEB 2022	
9					SOHAM MODI	
10					MANAGING DIRECTOR	

Remarks: - For Elevation cladding purpose villa no 108,109,119,120,121
Please Give work oder to Karunakar Reddy

Prepared By	B.Meenakshi	Approved by	
Sign.& Date	18-02-2022	Sign. & Date	

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

APPROVED
18 FEB 2022
P. PRABHAKAR
Sr. MANAGER PURCHASE