

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 03/08/22		Prepared by: Panya		Serial no. L 6876	
Supplier name: karunakar Reddy		Project: SOV-III		HO inward no.	
Firm/Company: SOV LLP		PO/WO No. 85702		HO received date	
PO/WO date: 19/2/22		Scan ID.			

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	163	21/07/22	2.48,295/-	☒ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			2.48,295/-
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:			2.48,295/-
Amount E – PO / WO value:			3,09,750/-
Amount F – Difference (A – E):			61,455/-
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:	Panya				
Sign:	<i>[Signature]</i>	<i>[Signature]</i>			
Date	03/08/22	03 AUG 2022			
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.

2788 J.

Form for closure of purchase order

Data required from site/engineers					
PO no.	85702	PO date:	22/02/22	Req no.	183948
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 send.					
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. Purnoth		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
Lawish		10/5/22			
Advice by MD - action to be 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.				
☐	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

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Estimate/Draft PO

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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. GSTIN 36AKGPR0150G1ZD NA NA 9440407992	Doc No		85702 183948
	Doc Date		19-02-2022
	Quote No		Nil
	Quote Date		22-10-2018
	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

Penalty 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. 123,124,134,135.**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 SSSLP stock
☐ Other

T.O. M. N. Reddy
 19/2/22

For **Silver Oak Villas LLP**

Authorised Signatory

Name :

19/02/2022

Name :

Accepted the above Terms And Conditions

For **Karunakar Reddy**

Date : _/_/2022



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.	183948
Material required before date:		ID No.	73967

No	Description	Size	Quantity	Units	Inward No	Date
1	Shera Board Cladding		2500	Sft		
2						
3						
4						
5						
6						
7						
8						
9						
10						

852022

APPROVED BY
22 FEB 2022
SOHAM MODI
MANAGING DIRECTOR

Remarks: - For Elevation cladding purpose villa no 123,124,134,135
Please Give work order 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

