

PURCHASE DIVISION
Advice for approval for credit to supplier



Date: 05/12/22		Prepared by: Kalpana		Serial no. 11337	
Supplier name: Praful Sanitary		HO inward no.			
Firm/Company: SOVUP		Project: SOV-III		HO received date	
PO/WO date: 16/11/21		PO/WO No. 82643		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	PS/21-22/755	18/11/21	1,19,493/-	☒ Yes ☐ No
2.			1	☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges): 1,19,493/-

Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report

MRN nos.: 99373	Proof of delivery matches MRN	☒ Yes ☐ No
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Amount B – Other Credits : Transportation charges -

Amount C – Other Debits : -

Amount D (D=A+B-C) – Amount to be credited to the supplier: 1,19,493/-

Amount E – PO / WO value: 1,16,543/-

Amount F – Difference (A – E): 2,950/-

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: 12/12/22

Remarks: Final Bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		Venovan			
Sign:					
Date					
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.

Form for closure of purchase order

Data required from site/engineers:							
PO no.:	82643	PO date:	16/11/21	Req. no.:	183735	Advice Scan ID	
MRN nos. related to PO	99373						
☐	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:							
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. Tulasani Rani		20/10/22	K. Purshotham		20/10/22		
Data required from accounts:							
☒	Checked with E&D for receipt of bills.						
☒	Bills not received against this PO.						
☒	Part bill received against this PO.						
☒	All bills received against this PO.						
☒	Advance paid against this PO.						
			Bill nos.				
			Amount paid				
Remarks by Accountants: Bill Not Received							
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		
Ram		28/10/22					
Advice by MD - action to be taken by purchase:							
☐	Get certified bill from supplier (not original).						
☐	Prepare bill in SSLP 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			

Purchase Order

Page(s) 1 Of 1

20-10-2022 16:06:38

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			
Praful Sanitary 3-6-138/5, Himayat Nagar, Hyderabad. GSTIN 36ACWPG864A1ZG 40077300 65526886. 9849624797	Doc No	82643	183735
	Doc Date	16-11-2021	
	Quote No	NIL	
	Quote Date	10-11-2021	
	SupplyType	Supply	

Kind Attn : Mr. Ashish Gupta

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 10112 - Plumbing - PVC - Eco Drain Pipes - 110 mm - nos 315mm dia	10.00	2,086.00	8.00	18.00	22,645.62
2 7437 - Plumbing - PVC - Chamber Raisers - Others - nos 315mm camber raisers	16.00	788.00	10.00	18.00	13,389.70
3 10118 - Plumbing - PVC - Eco Chamber Frame & Cover - 110 mm - nos 315 frame and cover	10.00	938.00	10.00	18.00	9,961.56
4 10113 - Plumbing - PVC - Eco Drain Coupling - 110 MM - Nos 110mm dia coupler	10.00	198.00	10.00	18.00	2,102.76
5 7437 - Plumbing - PVC - Chamber Raisers - Others - nos 355mm dia chamber raisers	16.00	1,875.00	10.00	18.00	31,860.00
6 10118 - Plumbing - PVC - Eco Chamber Frame & Cover - 110 mm - nos 355 dia frame and cover	16.00	2,153.00	10.00	18.00	36,583.78
Total Order Value . . .					116,543.41
Rupees : One Lakh(s) Sixteen Thousand Five Hundred Fourty Three and Paise Fourty One Only.					

Terms and Conditions :-

Specification / All items shall be of 'Supreme' brand.
Payment Terms Within 30 days of delivery.
Tax Inclusive of all taxes
Delivery Date Within 7 days
Delivery Location Silver Oak Villas Part III
Sy.No.11,12,14,15,16,17,18 , 294
Phone. 0
Penalty For Delay Nil
Transportation Extra.
Warranty Nil
Advance Paid Nil
Other Terms We reserve the right to reject items not conforming to quality and specifications. Above order for 116, 117, 118, 119
internal drain line purpose.
Completion Date Nil
Measurment Nil
Security Nil
Remarks

**Books of accounts verified and
no bills wrt this PO were
received by accounts**

Name: P. Ramesh**Sign:** **Date:** 21/12/22For **Silver Oak Villas LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Praful Sanitary**

Name : _____

Name : _____

Date : _____

GST INVOICE

(ORIGINAL FOR RECIPIENT)

Praful Sanitary

3-6-429/6, SRI SAI TOWER,
St.No:4 HIMAYAT NAGAR
HYDERABAD
GSTIN/UIN: 36ACWPG4864A1ZG
State Name : Telangana, Code : 36
E-Mail : prafulsanitary@gmail.com

Buyer (Bill to)

Silver Oak Villas LLP

5-4-187/3&4, IInd Floor, M.G. Road
Secunderabad
GSTIN/UIN : 36ADBFS3288A2Z7
State Name : Telangana, Code : 36

Invoice No.	e-Way Bill No.	Dated
PS/21-22/ 755	181401746684	18-Nov-21
Delivery Note		
Invoice		
Reference No. & Date.	Other References	
	9502177288	
Buyer's Order No.	Dated	
82643	16-Nov-21	
Dispatch Doc No.	Delivery Note Date	
Invoice	18-Nov-21	
Dispatched through	Destination	
Goods Vehicle	Cherlapally	
Bill of Lading/LR-RR No.	Motor Vehicle No.	
	AP13X6967	

SI No.	Description of Goods and Services	HSN/SAC	GST Rate	Quantity	Rate	per	Disc. %	Amount
1	110mm Eco Drain Pipe SN 8	3917	18 %	10 No:	2,086.00	No:	8 %	19,191.20
2	315 Chamber Riser	3917	18 %	16 No:	788.00	No:	10 %	11,347.20
3	315 L.W Frame & Cover	3917	18 %	10 No:	938.00	No:	10 %	8,442.00
4	110mm Eco Drain Coupler	3917	18 %	10 No:	198.00	No:	10 %	1,782.00
5	355 Chamber Riser	3917	18 %	16 No:	1,875.00	No:	10 %	27,000.00
6	355 Frame & Cover	3917	18 %	16 No:	2,153.00	No:	10 %	31,003.20
								98,765.60
Output CGST								9,113.91
Output SGST								9,113.91
Transport Charges @ 18%								2,500.00
Less :								(-).042
Total								₹ 1,19,493.00

Amount Chargeable (in words)

Indian Rupees One Lakh Nineteen Thousand Four Hundred Ninety Three Only

E. & O.E

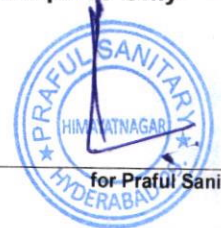
HSN/SAC	Taxable Value	Central Tax		State Tax		Total Tax Amount
		Rate	Amount	Rate	Amount	
3917	98,765.60	9%	8,888.91	9%	8,888.91	17,777.82
99	2,500.00	9%	225.00	9%	225.00	450.00
Total	1,01,265.60		9,113.91		9,113.91	18,227.82

Tax Amount (in words) : Indian Rupees Eighteen Thousand Two Hundred Twenty Seven and Eighty Two paise Only

Company's PAN : ACWPG4864A

Declaration

We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.



for Praful Sanitary

Authorised Signatory

SUBJECT TO HYDERABAD JURISDICTION

This is a Computer Generated Invoice



GST INVOICE

(DUPLICATE FOR TRANSPORTER)

Praful Sanitary
3-6-429/6, SRI SAI TOWER,
St.No.4 HIMAYAT NAGAR
HYDERABAD
GSTIN/UIN: 36ACWPG4864A1ZG
State Name : Telangana, Code : 36
E-Mail : prafulsanitary@gmail.com

Buyer (Bill to)

Silver Oak Villas LLP
5-4-187/3&4, IInd Floor, M.G. Road
Secunderabad
GSTIN/UIN : 36ADBFS3288A2Z7
State Name : Telangana, Code : 36

Invoice No.	e-Way Bill No.	Dated
PS/21-22/ 755	181401746684	18-Nov-21
Delivery Note		
Invoice		
Reference No. & Date.	Other References	
	9502177288	
Buyer's Order No.	Dated	
82643	16-Nov-21	
Dispatch Doc No.	Delivery Note Date	
Invoice	18-Nov-21	
Dispatched through	Destination	
Goods Vehicle	Cherlapally	
Bill of Lading/LR-RR No.	Motor Vehicle No.	
	AP13X6967	

SI No.	Description of Goods and Services	HSN/SAC	GST Rate	Quantity	Rate	per	Disc. %	Amount
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2	315 Chamber Riser	3917	18 %	16 No:	788.00	No:	10 %	11,347.20
3	315 L.W Frame & Cover	3917	18 %	10 No:	938.00	No:	10 %	8,442.00
4	110mm Eco Drain Coupler	3917	18 %	10 No:	198.00	No:	10 %	1,782.00
5	355 Chamber Riser	3917	18 %	16 No:	1,875.00	No:	10 %	27,000.00
6	355 Frame & Cover	3917	18 %	16 No:	2,153.00	No:	10 %	31,003.20
								98,765.60
Output CGST								9,113.91
Output SGST								9,113.91
Transport Charges @ 18% 99								2,500.00
Less : ROUNDOFF								(-)0.42
Total								₹ 1,19,493.00

Amount Chargeable (in words)

Indian Rupees One Lakh Nineteen Thousand Four Hundred Ninety Three Only

E. & O.E

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
3917	98,765.60	9%	8,888.91	9%	8,888.91	17,777.82
99	2,500.00	9%	225.00	9%	225.00	450.00
Total	1,01,265.60		9,113.91		9,113.91	18,227.82

Tax Amount (in words) : Indian Rupees Eighteen Thousand Two Hundred Twenty Seven and Eighty Two paise Only

Company's PAN : ACWPG4864A

Declaration

We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

SUBJECT TO HYDERABAD JURISDICTION

This is a Computer Generated Invoice

INWARD WITH TIME: 2:22	
Inward No: 1412	Dt: 18/11/21
MRN No: 99372	Dt: 18/11/21
Received By:	Sign:
SILVER OAK VILLAS PART-III	

