

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		3-01-23		Prepared by		S. Jaysudha		Serial no.		12564	
Supplier name		Veldi Karunakar Reddy				HO inward no.					
Firm/Company		Sov LLP		Project		Sov part-III		HO received date			
PO/WO date		17-12-22		PO/WO No.		20221217005		Scan ID.			
Sl no.	Bill no.			Bill date		Bill amount			Original attached		
1.	176			23-12-22		64,246/-			☐ Yes ☐ No		
2.									☐ Yes ☐ No		
3.									☐ Yes ☐ No		
4.									☐ Yes ☐ No		
Amount A – Bills total (Excluding Transport & Hamali Charges):								64,246/-			
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report											
MRN nos.:		Installation report attached				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:								64,246/-			
Amount E – PO / WO value:								64,246/-			
Amount F – Difference (A – E):								—			
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				9-01-23							
Remarks:				Final bill							
Approved by		Purchase Officer		Purchase Manager		M D		Accountant		Accounts Manager	
Name:											
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.

Purchase Order

Original

From Company: Silveroak Villas LLP
5-4-187/3&4, IInd Floor, Soham Mansion, M.G. Road
Secunderabad, TELANGANA, 500003
GSTNO:36ADBFS3288A2Z7

Delivery Location: Silver Oak Villas III
Sy.No.11,12,14,15,16,17,18, 294 Cherlapally
Hyderabad, Telangana, 501301
Prushotham, 9502288244...65908777

Supplier Details							
Karunakar Reddy							
GSTIN:36AKGPR0150G1ZD							
Mr. Karunakar Reddy,9440407992							
PO No		20221217005		Quote No		Nil	
PO Date		17 Dec 2022		Quote Date		21 Dec 2022	
Supply Type		Purchase Order					

SNo.	Item Name	Qty	Rate	Dis%	Taxable Amount	GST%						Amount	
						IGST%	CGST%	SGST%	IGST AMT	CGST AMT	SGST AMT		
1	BUIL2825-Building Material-Wall Cladding-Cera Board-150mm-sqm	46.00	1,183.60	0%	54,446	0%	9%	9%	0	4,900	4,900	64,246	
Total Amount ...										0	4,900	4,900	64,246
Rupees in words : Sixty Four Thousands Two Hundred And Forty Five .eight One PaiseOnly.													

Terms and Conditions:-

APPROVED BY
21 DEC 2022
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

Original

Additional Specifications

Tax :

Delivery Date :

Delivery Location :

Transport:

Advance Paid :

Payment Terms :

Bill submission:

Other Terms:

Inclusive of GST.

With 2 days of PO

As given above.

By Vendor.

32,123 / 50 % of PO value.

50% Advance Balance After delivery and on submission of bills.

Proof of delivery & original invoice must be delivered to Second floor, Soham Mansion, M.G. Road, Secunderabad- 03. Do not send to site.

For Villa No.137 Cladding Work Purpose.

Payment shall be made on quantity delivered at site.

For Silveroak Villas LLP

Authorised Signatory

Name :-

Sign:-

Date :-



Accepted the above Terms And Conditions

For Karunakar Reddy

Date :-

For MDS APPROVAL

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



Requisition Form

Company Name	Silveroak Villas LLP	Date	16 Dec 2022
Site Or Phase	Silver Oak Villas III	Time	02:36:00
Flat/Villa/Other	For Villa no.137 Purpose	Req.No.	184921
Material required before date		ID No	20221216006

S.No	Description	Qty Required	Qty Available at Site	Order Qty	Last Rate	Inward No	Date
1	BUIL.2825-Building Material-Wall Cladding-Cera Board-150mm-sqm	46.00	0	46.00	119.00		

Remarks: For Villa no.137 Cladding Purpose

Prepared By :- Meenakshi

Sign:-

Date :- 16 Dec 2022

APPROVED
17 DEC 2022
P. VENKATESHVARLU
MANAGER PURCHASE

Approved By:-
Sign:-
Date:-

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

APPROVED BY
21 DEC 2022
SOHAM MODI
MANAGING DIRECTOR

INSTALLATION REPORT

Company/ firm:	SOV LLP	Requisition nos.:	20221216006(184921)
Project:	SOV-fii	PO no.:	20221217005
Supplier:	Vedhi Kasa Rao Reddy Flooring & decorative files	Material type:	ceera board cladding

Details of installation:

Sl. No.	Date of installation	Unit no.	Material details	Size	Qty
1.	24/12/22	153	ceera board cladding	150 mm	46 sq.m
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
Total:					46 sq.m
Remarks:					

Approved by	APPROVED BY	Security	Admin (Audit)
	Project manager 26 DEC 2022 K. PURSHOTHAM		

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 E&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.

