PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	3-01-23	Prepared by	S. Jaysudha	Serial no.	**12565**
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.	20221217007	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	173	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:		V [illegible]			
Sign:		APPROVED			
Date		03 JAN 2023			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

V. VENKATESHWARLU
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. 173

Invoice Date : 23/12/2022

Details of Receiver / Billed to. Silveroak Villas LLP

P.No. 2022/12/21700

Address:

17/12/2022

Buyer GST No.: 36 ADBFS3288Z7 State............ Code..........

S.No.	Particulars	HSN Code	Qty	Rate	Amount Rs. Ps.
	Villa. 153 Cladding		46	1183.60	54446

SUMMIT SALES LLP
INWARD
No: LP 3426
Date: 30/12/22
Sign:
R.R. DIST.

Total Amount	54446
Add CGST @ 9 %	4900
Add SGST @ 9 %	4900
Grand Total	64246

Rupees in words : six four thousand two hundred and forty five six 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

Purchase Order

Original

From Company:	Silveroak Villas LLP 5-4-187/3&4, IInd FloorSoham MansionM.G.Road Secunderabad,TELANGANA,500003 GSTNO:36ADBFS3288A2Z7	Delivery Location:	Silver Oak Villas III Sy .No.11,12,14,15,16,17,18 , 294Cherlapally Hyderabad,Telangana,501301 Prushotham,9502288244....65908777

On line approval only

Supplier Details				
Karunakar Reddy ,, GSTIN:36AKGPR0150G1ZD Mr. Karunakar Reddy,9440407992	PO No	20221217007	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	Inclusive of GST .
Tax :	Within 2days of PO
Delivery Date :	As given above.
Delivery Location :	By Vendor.
Transport:	32,123. / - 50 % of PO value.
Advance Paid :	50% Advance Balance After delivery and on submission of bills.
Payment Terms :	Proof of delivery & original invoice must be delivered to Second floor, Soham Mansion, M.G. Road, Secunderabad- 03.Do not send to site.
Bill submission:	For Villa no.153 Cladding Work Purpose.
Other Terms:	Payment shall be made on quantity delivered at site.

For Silveroak Villas LLP	Accepted the above Terms And Conditions For Karunakar Reddy
Authorised Signatory:	
Name :-	
Sign:-	
Date :-	Date :-

APPROVED
19 DEC 2022
P. VENKATESHWARLU
MANAGER PURCHASE

APPROVED BY
21 DEC 2022
SOHAM MODI
MANAGING DIRECTOR

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

Requisition Form

Company Name	Silveroak Villas LLP	Date	16 Dec 2022
Site Or Phase	Silver Oak Villas III	Time	02:42:14
Flat/Villa/Other	For Villa No.153 Purpose	Req.No.	184923
Material required before date		ID No	20221216008

S.No	Description	Qty Required	Qty Available at Site	Order Qty	Last Rate	Inward No	Da
1	BUIL2825-Building Material-Wall Cladding-Cera Board-150mm-sqm	46.00	0	46.00	119.00		

Remarks: For Villa No.153 Cladding Purpose

Prepared By :- Meenakshi

Approved By:-

APPROVED
17 DEC 2022
P. VENKATESHWARLU
MANAGER PURCHASE

Sign:-

Sign:-

Date :- 16 Dec 2022

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.:	20221216008(184923)
Project:	SOV - III	PO no.:	20221217007
Supplier:	Vedi Karunakar reddy Flooring & decorative tiles	Material type:	wall cladding cera board

Details of installation:

Sl. No.	Date of installation	Unit no.	Material details	Size	Qty
1.	24/12/22	152	cera board cladding	150mm	46 Sq.m
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
				Total:	46 Sq.m

Remarks:

Approved by	Project manager	Security	Admin (Audit)
	APPROVED BY 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.

SUMMIT SALES LLP
IN WARD
No: 8560
Date: 2/1/23
Sign:
R.R. DIST.