PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	10-01-23	Prepared by	S.Jaysudha	Serial no.	13067
Supplier name	Veldi Karunakar Reddy			HO inward no.	
Firm/Company	Sov LLp	Project	Sov part-III	HO received date	
PO/WO date	26-12-22	PO/WO No.	20221226013	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	181	30-12-22	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	16-01-23
Remarks:	final bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		Vasu			
Sign:		APPROVED			
Date		11 JAN 2023			
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.

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. 181
Invoice Date : 30/12/2022

Details of Receiver / Billed to. Silveroak Villas LLP III
Address: P.No. 20221226013
Buyer GST No.: 36ADBFS3288Z7 State.............. Code..........

S.No.	Particulars	HSN Code	Qty	Rate	Amount Rs. Ps.
	Villa No. 149 Cladding		46	1183.60	54446

INWARD
Inward No: 3868 Dt: 3/1/23
20221230006 Dt: 30/12/22
Received By: Sign
(Silver Oak Villas Part-III)

SUMMIT SALES LLP R. DEPT
IN WARD
No: 10409
Date: 10/1/23
Sign:

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

Rupees in words : sixty four thousand two hundred fourty 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

Supplier Details				
Karunakar Reddy ,, GSTIN:36AKGPR0150G1ZD Mr. Karunakar Reddy,9440407992	PO No	20221226013	Quote No	Nil
	PO Date	26 Dec 2022	Quote Date	29 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:-

Purchase Order

Original

Additional Specifications	Inclusive of GST.
Tax :	Within 2 days of PO
Delivery Date :	As given above.
Delivery Location :	By Vendor.
Transport:	32,122 /- 50 % of PO value.
Advance Paid :	50% Advance 50% 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.149 Cladding 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
29 DEC 2022
P. VENKATESHWARLU
MANAGER PURCHASE

Requisition Form

Company Name	Silveroak Villas LLP	Date	24 Dec 2022
Site Or Phase	Silver Oak Villas III	Time	01:01:18
Flat/Villa/Other	For Villa no.149 Purpose	Req.No.	184939
Material required before date		ID No	20221224005

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

Remarks: For Villa no.149 Cladding Purpose

Prepared By :- Meenakshi

APPROVED
29 DEC 2022
P. VENKATESHWARLU
MANAGER PURCHASE

Sign:-

Date :- 24 Dec 2022

Approved By:-

Sign:-

Date:-

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

INSTALLATION REPORT

Company/ firm:	SOV LLP	Requisition nos.:	20221224005(184939)
Project:	SOV - III	PO no.:	20221226013
Supplier:	Veldi Karunakar reddy floor & decorative tiles	Material type:	cladding cera board

Details of installation:

Sl. No.	Date of installation	Unit no.	Material details	Size	Qty
1.	30/12/22	149	Cladding cera board	150mm	46 sq.m
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
				Total:	46 sq.m

Remarks:

	Project manager	Security	Admin (Audit)
Approved by	APPROVED BY 30 DEC 2022 K. PURSHOTHAM Project Manager (Silver Oak Villas Part-III)		

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.