## PURCHASE DIVISION Advice for approval for credit to supplier

Date:	/0-01-23 Prepared to			G. Jay Sudla Serial no.		13066			
Supplier name	veld			- 0		HO inward	no.		
Firm/Company		Project Project		SOVI	/1	HO receive	ed date		
PO/WO date	27-12-	PO/WO	No.	20221		Scan ID.			
Sl no.	Bill no		Bill			Bill amount		Original attached	
1.	17	8	300	12-22	6	4,246	1	□ Yes □ No	
2.						7		□ Yes □ No	
3.								□ Yes □ No	
4.								□ Yes □ No	
Amount A – B	lls total (Excludin	g Transport & Ha	mali Char	ges):			6	4.246/	
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report									
MRN	Installation report attacked 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:								4,246/1	
Amount E – PO	) / WO value:						6	4,246/	
Amount F – Di	fference (A – E):								
Quantity received as per PO /WO Yes   Excess received   Short received   Part received							received		
Close PO / WC			Yes 🗆	No – wait f	or balanc	e material	Other		
Payment – due date $16 - 01 - 23$									
Remarks: Final hill									
Approved b				M	D	Accoun	tant	Accounts Manager	
Name:	Man							Manager	
Sign:	V			rED					
Date		1	1 JAN 2	023					
Approval limit	Upto 20k		0kk/million	Above 10	0k	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

# VELDI KARUNAKAR REDDY

Ph: 9440407992

### Flooring & Decorative Tiles

8-2-120/120/1/3/A, Road No.10, Banjara Hills, Hyderabad - 500034.

	orro, Darija	ia i illio, i	iyuciabau -	500034.	
er GST No. 36AKGPR0150G1ZD		Invoice No.1 7 Q			
		Invoice Date: 70 19 0 099			
ls of Receiver / Billed toSil Veros	ak Vili	las L	-P II		
966.		1-	2 11- 3-1	00400	
Particulars	HSN Code	Qty	Rate	Amount Rs. Ps.	
Villa. NodS8		46	1183.60	54446	
INWARD	(2/2)		WH S		
M0221230002 Dt 30	12/2		No: DUO		
	-1(1)		* Sim.		
And the second s					
in words: Sixty Laux House	and to A			54946	
dred fourty simonly	A	dd SGST	@%	4966	
& Conditions:		Grand Total 64946			
		For VELDI KARUNAKAR REDDY			
o Hyderabad Jurisdiction. verdue bill charged @ 24% per annum		V. Lusignature Peddy			
	Telangana State Code: 36.  s of Receiver / Billed to	Treatment of the state of the s	Invoided to SINCE OF THE STANDARD STAND	Invoice Date: 7  Invoic	

Rupee		1		SNo.	Mr. Ka	GSTIN	Karuna	Suppli	From (
s in words : Sixty Four		BUIL2825-Building N Board-150mm-sqm		Item Name	Mr. Karunakar Reddy,9440407992	" GSTIN:36AKGPR0150G1ZD	Karunakar Reddy	Supplier Details	From Company: Si 5- Se Gr
Rupees in words: Sixty Four Thousands Two Hundred And Forty Five .eight One PaiseOnly.		BUIL2825-Building Material-Wall Cladding-Cera Board-150mm-sqm			7992				Silveroak Villas LLP 5-4-187/3&4, IInd FloorSoham MansionM.G.Road Secunderabad,TELANGANA,500003 GSTNO:36ADBFS3288A2Z7
rty Five .		46.00		Qty					nsionM.G
eight One F		1,183.60		Rate					Road
aiseOnly.		0%		Dis%					
		54,446		Taxable Amount	Supply Type	PO Date	PO No		Del
		0%	IGST%		Туре	C)			ivery Local
	Total	9%	CGST%		Purchase Order	27 Dec 2022	20221227004		Delivery Location: Silver Oak Villas III Sy .No.11,12,14,15, Hyderabad,Telangar Prushotham,950228
	Total Amount	9%	SGST%	GST%	e Order	2022	27004		Silver Oak Villas III Sy .No.11,12,14,15,16,17,18, 294Cherlapally Hyderabad,Telangana,501301 Prushotham,950228824465908777
	0	0	IGST AMT			Quote Date	Quote No		III 15,16,17, gana,501 288244
	4,900	4,900	CGST			Date	No	65908//	18 , 294Cl 301 6590877
	4,900	4,900	SGST AMT			27	Nil		herlapally
	64,246	64,246		Amount		27 Dec 2022			

Terms and Conditions:-

Additional Specifications Inclusive of GST.

Tax: With in 2 days of PO

Delivery Date: As given above.

Delivery Location : By Vendor.

Transport: 32,137/- 50 % of PO value.

Advance Paid: 50% Advance Balance 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.

Accepted the above Terms And Conditions

For Karunakar Reddy

Date :-

Bill submission: For Villa No.158 Cladding Work

Other Terms: Payment shall be made on quantity delivered at site.

Authorised Signatory

Name:
APPROVED

Sign:
2 7 DEC 2022

P. VENKATESHWARLU

MANAGER PURCHASE

Page 2 of 2

# Requisition Form

Company Name		Silveroak Villas LLP	LLP	D	Date	24 Dec 2022	)22	
Site Or Phase		Silver Oak Villas III	s III	T	Time	12:48:42		
Flat/Villa/Other		For Villa no.158 Purpose	Purpose	R	Req.No.	184935		
Material r	Material required before date			Ш	ID No	20221224001	001	
S.No	Description	Qty Re	Qty Required	Qty Available at Site	Order Qty	Last Rate	Inward No	Date
1	BUIL2825-Building Material-Wall Cladding-Cera Board- 150mm-sqm	ard-	46.00		0 46.00	119.00		

Sign:-Remarks: For Villa no.158 Cladding Purpose Prepared By :- Meenakshi Date :- 24 Dec 2022 P. VENKATESHWARLU MANAGER PURCHASE 2 7 DEC 2022 Approved By:-Sign:-Date:-

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

#### INSTALLATION REPORT

Comp	any/ firm:	Sov	/ LLP	Requisition nos.:	10	
Projec	et:	Sov		PO no.:		1001 (184935
Suppl	ier:	Veldi kasulakas kod		Material type	20221227004	
Details	of installatio	n.	grace the	урс.	Ladding	ceraboard
SI.	Date of	Unit	Material detail		Size	Otto
No. 1.	installation	no.			Size	Qty
	30/12/22	158	cladding	cexa board	150mm	46 Sq.m
2.			d		13011111	90 39.111
3.						
4.						
5.			1.			
6.						
7.						
8.						-
9.						
10.		-		ST S		
11.		-		S IN WA	en la	
12.		-		No:	A 151	
13.		-		Date:	10	
14.	-	-		300	64./	
		-	<u> </u>	The same of the sa		
15.		<u></u>			Tatal	
					Total:	46 sq.m
Rema	arks:					
	APP	HAME	Pmanager	Security	Adm	in (Audit)
Appr	roved by	A DEC	2022	XX		
	3	UDB	LULL	(1)		

Note: 1. Report to be sent opter that the private 2. For partial completion report must be sent once a month. 3. This report is required for installation of wirds we incach y study a bulban private that ase 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.