PURCHASE DIVISION
Advice for approval for credit to supplier

| | | | | | |
|---|---|---|---|---|---|
| Date: | 11-01-23 | Prepared by | S. Jaysudha | Serial no. | 13064 |
| Supplier name | Veldi Karunakar Reddy | | | HO inward no. | |
| Firm/Company | Sov LLp | Project | Sov part-II | HO received date | |
| PO/WO date | 26-12-22 | PO/WO No. | 20221226012 | Scan ID. | |

| Sl no. | Bill no. | Bill date | Bill amount | Original attached |
|---|---|---|---|---|
| 1. | 180 | 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: | | √ [signature] | | | |
| 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. 180
Invoice Date : 30/12/2022

Details of Receiver / Billed to. Silveroak Villas LLP III
Address: P.No. 20221226012
Buyer GST No.: 36ADBFS3288A2Z7 State.......... Code..........

| S.No. | Particulars | HSN Code | Qty | Rate | Amount Rs. Ps. |
|---|---|---|---|---|---|
| | | | | | |
| | Villa.No. 141 | | 46 | 1183.60 | 54446 |

INWARD
Inward No: 3267 Dt: 30/12/22
20221230005 Dt: 30/12/22
Received By: Sign:
(Silver Oak Villas-Part-III)

SUMMIT SALES LLP
IN WARD
No: 10402
Date: 30/1/23
Sign:
R.R. DIST.

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

| Supplier Details | | | | |
|---|---|---|---|---|
| Karunakar Reddy<br><br>,,<br>GSTIN:36AKGPR0150G1ZD<br>Mr. Karunakar Reddy,9440407992 | PO No | 20221226012 | 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:-



29/12/22 11:15:29 AM

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 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. |
| Bill submission: | For Villa No 141 Cladding Purpose |
| Other Terms: | Payment shall be made on quantity delivered at site. |

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

APPROVED
29 DEC 2022
P. VENKATESHWARLU
MANAGER PURCHASE



29/12/22 11:15:29 AM

# Requisition Form

| | | | |
|---|---|---|---|
| Company Name | Silveroak Villas LLP | Date | 24 Dec 2022 |
| Site Or Phase | Silver Oak Villas III | Time | 12:53:56 |
| Flat/Villa/Other | For Villa no.141 Purpose | Req.No. | 184938 |
| Material required before date | | ID No | 20221224004 |

| 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.141 Cladding Purpose

APPROVED
29 DEC 2022
P. VENKATESHWARLU
MANAGER PURCHASE

Prepared By :- Meenakshi

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.: | 20221224004(184938) |
| Project: | SOV-III | PO no.: | 20221226012 |
| Supplier: | Veldi Karunakar Reddy flooring & 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 | 141 | cladding cera board | 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 | Project manager | Security | Admin (Audit) |
| | APPROVED BY 30 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.