PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	16.03.23	Prepared by	V. RAVI	Serial no.	15646
Supplier name	Abdul Qadeer			HO inward no.	
Firm/Company	SOV LLP	Project	SOV-III	HO received date	
PO/WO date	29.10.22	PO/WO No.	93383	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	020	09-02-22	12089-00	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	12089-00
Proof of delivery by way of: ☑ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	
MRN nos.: 117299	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:	12089-00
Amount E – PO / WO value:	15083-80
Amount F – Difference (A – E):	2994-00
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	18/03/23
Remarks: 50% Advance paid and final bill.	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:		[signature]			
Date		16/03/23			
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.

PROPERTIES PVT. LTD. INWARD 9512 16/3/23 3

Form for closure of purchase order

PO no.:	93383	PO date:	29/10/22	Req. no.:	184731	Advice Scan ID	
Barcoded PO available	□ Y/☑ N	Invoice original available	☑ Y/□N /□Copy available			POD available	☑ Y/□ N

Data required from site/engineers:

MRN nos. related to PO	117299.

☑ Part material received. □ Full material received. □ Material not received.

□ Close PO – Balance material will be re-ordered by new requisition.

☑ Cancel PO. Material not required. □ Cancel PO. Material will be re-ordered by new requisition

□ Keep PO open. Material required. □ Keep PO open. Work under progress.

Remarks by engineer:

Notes: 1. Provide details of material received by way of separate attachment. 2. Provide scanned copy of DCs/proof of delivery + PO. 3. Provide copies of invoices if available. 4. This entire set to be scanned and sent to Ravi.

Prepared by: K. Tulasi Rani	Sign: T	Date:	03/03/23

Data required from accounts:

☑ Checked with E&D for receipt of bills.

□ Bills not received against this PO. □ Part bill received against this PO. □ All bills received against this PO.

☑ Advance paid against this PO	Amount paid: 7542	Date of payment: 8/11/22

Details of part bill received:

Sl. No.	Bill no.	Bill date	Bill amount	Cr. given to supplier
1.				
2.				
3.				

Remarks by Accountants:

Prepared by: P. Ramesh	Sign:	Date:	13/3/23

Notes: 1. POs/WOs issued for turnkey works - may have been processed by E&D. Check before filling the above.

Prepared by: Nagalaxmi	Sign: Nagalaxmi	Date:	15/03/23

Remarks by Ravi + details of bills to be approved:

Sl. No.	Bill no.	Bill date	Bill amount	MRN no.
1.	020	09-02-22	12089-00	117299
2.				
3.				

Remarks: Need MD's approval for enclosed bill.

Prepared by: Ravi	Sign:	Date:	15/03/23

Advice by MD - action to be taken.

□ Get certified bill from supplier (not original). □ Prepare bill in SSLLP for material supplied.

☑ Thereafter, prepare advice for credit to supplier and send to Soham for processing.

☑ Close PO □ Keep PO open. Material awaited

□ Accounts to be reconciled with supplier. Get supplier's ledger.

Remarks:

Approved by: Soham	Sign:	Date:

APPROVED BY
15 MAR 2023
SOHAM MODI
MANAGING DIRECTOR

Form for closure of purchase order dt 09-03-23 ver5.docx

Topic.	PLAIN FALSE CELING GYPSUM							PO No	93383	
Company:	Silver Oak Villas LLP							Prepayed by	B.Meenakshi	
Project:	SOV-III							Date:	3-Mar-23	
					GST	18				
Sl. No.	PO no.	Item Dicription	Size	PO Quantity	Received Quantity	Price	Received Qty Amount	Balance Quantity	Units	Balance Qty Amont
1	93383	False celing	sqm	33	26.45	457	12,090	6.55	No's	2,994
2										
3										
4										
Total				33	26.45		12,090	6.55		2,994

Certified by:
Meenakshi
Meenakshi
Asst. Engineer
SILVER OAK VILLAS LLP

APPROVED BY
04 MAR 2023
K. PURSHOTHAM
Project Manager (Silver Oak Villas Part-III)

Purchase Order

 03-03-2023 17:20:02 Original / Office Copy / Purchase Div.Copy

From Company : **Silver Oak Villas LLP**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36ADBFS3288A2Z7

Supplier Details			
Abdul Qadeer	**Doc No**	93383	184731
14-1-96/3/A,Allapur, Borabanda, Hyderabad, Ranga Reddy, Telangana-500018	**Doc Date**	29-10-2022	
	Quote No	Nill	
GSTIN 36AAUPQ5292N1ZL	**Quote Date**	27-10-2022	
9908194281 9908194281	**SupplyType**	Supply	

Kind Attn : Abdul Qadeer

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	152100 - BUIL-Building Material - Plain False Ceiling-Gypsum- - - - Sqm	33.00	387.36	0.00	18.00	15,083.80
					Total Order Value . . .	**15,083.80**

Rupees : Fifteen Thousand Eighty Three and Paise Eighty Only.

Terms and Conditions :-

Specification / Brand	Above rate as per guideline cir.no.852(E) dtd. 19-07-2021 issued by our M.D. and accepted by contractor. Above rates are inclusive of all.
Payment Terms	50% advance at the time of PO, balance on completion of work.
Tax	All taxes included in above price.
Delivery Date	Within 4days.
Delivery Location	Silver Oak Villas Part III Sy .No.11,12,14,15,16,17,18 , 294 Phone. 0
Penality For Delay	Bills must be submitted to H.O. within 30 days of completion of work. 10% plty on value of order will be deducted for delay in submission of bills.
Transportation Cost	Included in the above price.
Warranty	One year on workmanship
Advance Paid	Rs.7541.9 /- to be pay vide cheque no. , dt.
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for Villa no 145 Fall ceiling in Drawing &Dining purpose.
Completion Date	Work to be completed in 4days. Penalty of 5% of order value per week shall be levied for delay.
Measurment	Payment will be made as per measurement of laid and fixed material. Wastage at suppliers cost.
Security	Supplier shall be responsible for security and storage of material at site at its risk and cost.
Remarks	'Original invoice + copy of proof of delivery is required to process invoice for payment. DO NOT send original invoice to site. Original invoices must be sent to HO office or purchase site office. Proof of delivery/DC can be sent by email.'

For *Silver Oak Villas LLP*

Authorised Signatory

Accepted the above Terms And Conditions

For ***Abdul Qadeer***

Name : ____________

Name : ____________

Date : __/__/____

original bill pending

ID: 75757

Construction division.
Advice for giving credit to contractors/suppliers.

Sl. No. – site bills register	1199	Date - site bills Register	13/2/23
Company Name:	SOV LLP	Site:	SOV-III
Name of Contractor	Abdul Qadeer		
Nature of work	False Ceiling		
Work done	From Date 03/01/23	To Date 09/2/23	

Sl. No.	Villa/Flat/block no.	Qty.	Rate	Units	Amount	Contractors bill no
1.	false ceiling					
2.	for V.No 145	26.45	387.36	Sqm	10,244.90	
3.	Hall & dining					
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.	Total:				10,244.90	

Bill required	✓YES ☐NO.	GST bill required	✓YES ☐NO.
Measurement & estimate sheet:	✓Required ☐Not required	Measurement & estimate sheet:	✓Enclosed ☐Not enclosed
PO/WO no.		PO/WO date:	

Remarks :

W

Approved by Project Manager	Approved by Design Team	Approved by MD
Date: 13 FEB 2023	Date: 14/02/23	Date: 15 FEB 2023
Sign:	Sign: Nagalaxmi	Sign:

APPROVED BY
K. PURSHOTHAM
Project Manager (Silver Oak Villas Part-III)

APPROVED BY
SOHAM MODI
MANAGING DIRECTOR

Note: 1. This advice must be sent within 7 days of completing work. 2. This form can be used for certifying labour bills, bills for hire charges, earth work, ... civil contractors. 3. Wherever not applicable fill NA. 4. Estimate and measurement sheets are not required for turnkey jobs where guideline rates are clearly given.

ABDUL QADEER

TAX INVOICE CASH / CREDIT

Cell : 9182242690
9704902880

ABDUL QADEER

Supplier & Contractors

**Spl. in : Plaster of Paris, False Ceiling, Gypsum Board, Partition Works,
Thermacol Ceiling, Armstrong, Border, Flower & All Types of Ceiling Works.**

14-1-96/3/B, Allapur, Borabanda, Hyderabad - 500 018. Email : rkenterprises4281@gmail.com

Seller GST No.: **36AAUPQ5292N1ZL**	Invoice No. : 020
Mode of Transport :	Invoice Date :
Product Reference No.	Date of Supply : 09/02/2022
State : Telangana, State Code : 36	PO No. & Date :

Details of Receiver / Billed to :	**Details of Delivery Address :**
Name : Silver oak Villas LLP	Name :
Address :	Address :
Buyer GSTIN 36ADBFS3288A2Z7	Buyer GSTIN
State Telangana Code 36	State Code

S.No.	NAME OF THE PRODUCT	HSN Code	Qty.	Unit Price	Taxable Value
1	false ceilling Villa NO: 1245 Hall & Dining	998391	26.45	387.36	10,244.90

INWARD
Inward No: 3476 Dt: 9/2/22
MRN No: 12299 Dt: 9/2/22
Received By: Sign:
(Silver Oak Villas-Part-III)

Total Invoice Amount : (Inwords) Twelve Thousand Eighty Eight only

Total Amount Before Tax	10,244.90
Add CGST @ 9 %	922.041
Add SGST @ 9 %	922.041
Add IGST @ %	
Total Amount GST	1844.82
Total Amount After Tax	12088.98
GST Payable on Reverse Charge	

Goods once sold will not be taken back.
Our responsibility ceases once delivery made.

For **ABDUL QADEER**

ABDUL QADEER

To Ravi sir

TAX INVOICE CASH / CREDIT

ABDUL QADEER

☎ : 9182242690
9704902880

Supplier & Contractors

Spl. in : Plaster of Paris, False Ceiling, Gypsum Board, Partition Works, Thermacol Ceiling, Armstrong, Border, Flower & All Types of Ceiling Works.

14-1-96/3/B, Allapur, Borabanda, Hyderabad - 500 018. Email : rkenterprises4281@gmail.com

Seller GST No.: **36AAUPQ5292N1ZL**	Invoice No. : 020
Mode of Transport :	Invoice Date :
Product Reference No.	Date of Supply : 09/02/2022
State : Telangana, State Code : 36	PO No. & Date : 93383

Details of Receiver / Billed to :	**Details of Delivery Address :**
Name : Silver oak Villas LLP	Name :
Address :	Address :
Buyer GSTIN 36ADBFS3288A2Z7	Buyer GSTIN
State Telangana Code 36	State Code

S.No.	NAME OF THE PRODUCT	HSN Code	Qty.	Unit Price	Taxable Value
1	false ceilling Villa NO:- 145 Hall & Dining	998391	26.45	387.36	10,244.90

Total Invoice Amount : (Inwords) Twelve Thousand Eighty Eight only	Total Amount Before Tax	10,244.90
	Add CGST @ 9 %	922.041
	Add SGST @ 9 %	922.041
	Add IGST @ %	
	Total Amount GST	1844.82
Goods once sold will not be taken back. Our responsibility ceases once delivery made.	Total Amount After Tax	12088.98
	GST Payable on Reverse Charge	

For **ABDUL QADEER**

MEASUREMENT SHEET										
Company Name:		Silver Oak Villas LLP		Approved by:						
Project:		Silver Oak Villas		Sign:						
Work Description:		Fall ceiling in V no 145								
Name of the Contractor		Abdul Qadeer								
Prepared By		G.chandra kanth								
Date:		09-02-2023								
S No.	Item Head	Item Description	Length	Width	Height	Nos.	Quantity	Units	Item Head Total	
1	Fall ceiling	In Hall	5.61	3.04	1.00	1.00	17.05	sqm		
		In dinning hall	3.04	3.09	1.00	1.00	9.39	sqm	26.45	

ESTIMATE SHEET								
Company Name:		Silver Oak Villas LLP		Approved by:				
Project:		Silver Oak Villas		Sign:				
Work Description:		Fall ceiling in V no 145						
Name of the Contractor		Abdul Qadeer						
Prepared By		G.chandra kanth						
Date:		09-02-2023						
S No.	Item Head	Item Description	Quantity	Units	Rate	Amount	Item Head Total
1	Fall ceiling	In Hall	26.45	sqm	387.36	10244.90	
					Total		10,244.90
		Amount- Ten Thousand Two hunderd Fourty Four Rupess only					

APPROVED BY

19 FEB 2023

K. PURSHOTHAM
Project Manager (Silver Oak Villas Part-III)