

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		21/03/23		Prepared by		V. RAVI		Serial no.		15668	
Supplier name		Elegel Enterprises				HO inward no.					
Firm/Company		Sovly		Project		SOV-III		HO received date			
PO/WO date		21/02/22		PO/WO No.		85758		Scan ID.			
Sl no.	Bill no.			Bill date		Bill amount		Original attached			
1.	EE 2122 - 0544			22.02.22		2478-00		☒ Yes ☐ No			
2.								☐ Yes ☐ No			
3.								☐ Yes ☐ No			
4.								☐ Yes ☐ No			
Amount A – Bills total (Excluding Transport & Hamali Charges):								2478-00			
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report											
MRN nos.:		104383				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:								2478-00			
Amount E – PO / WO value:								2478-00			
Amount F – Difference (A – E):								NIL			
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				24/03/23							
Remarks: Original Invoice missing, so through certified true copy We are processing the bill.											
Approved by		Purchase Officer		Purchase Manager		M D		Accountant		Accounts Manager	
Name:				V. RAVI							
Sign:											
Date				21/03/23							
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.



Form for closure of purchase order

PO no.: 85758	PO date: 21/2/22	Req. no.: 156616	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	104383			
☐ 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. Tulas Rani	Sign:	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:	Date of payment:		
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. Ramr	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:	Sign:	Date:		
Remarks by Ravi + details of bills to be approved:				
Sl. No.	Bill no.	Bill date	Bill amount	MRN no.
1.				
2.				
3.				
Remarks: Certified bill copy required.				
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
Date: 16 MAR 2023
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

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03-03-2023 13:08:57

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

Elegant Enterprises
5-4-187/7/3, Karbala Maidan, M.G.Road, Secunderabad-500003.

GSTIN 36AJBPK0412E1ZY

66385358

9985113450/9885073880

Doc No	85758	156616
Doc Date	21-02-2022	
Quote No	NIL	
Quote Date	07-01-2022	
SupplyType	Supply	

Kind Attn : Mr.Gaurang Kadakia/Mahesh Kadakia

Purchase Order for the Supply of following Items.

Full

Item Name	Qty	Rate	Dis%	GST	Amount
1 4524 - Electrical - other - Capacitor - NA - nos Cpco-10KVAR Heavy duty LT Capacitor box type	1.00	2,100.00	0.00	18.00	2,478.00
Total Order Value . . .					2,478.00

Rupees : Two Thousand Four Hundred Seventy Eight Only.

Terms and Conditions :-

Specification / Brand	All items shall be of 'L&T' brand
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
Delivery Date	Next Working Day.
Delivery Location	Silver Oak Villas Phase - IX Sy. No. 291, Cherlapally, Hyderabad, next to Govt. of india mint Phone. Contact: Security 65908777, 9502288244 Sanjay
Penalty For Delay	Nil
Transportation Cost	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for Club house purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For **Silver Oak Villas LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Elegant Enterprises**

Name : _____

Name : _____

Date : __/__/__

[illegible]

