PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	07/4/23	Prepared by	V. RAVI	Serial no.	**16083**
Supplier name	Elegant Enterprises			HO inward no.	
Firm/Company	SOV LLP	Project	SOV - IX	HO received date	
PO/WO date		PO/WO No.		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	EE-078	17.05.18.	294-00	✓ □ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	57089	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:	294-00
Amount E – PO / WO value:	4753-04
Amount F – Difference (A – E):	4459-00
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	08/04/23.
Remarks:	final bill & close this PO.

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:		R.			
Date		07/04/23			
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.:	50664	PO date:	16/5/2018	Req. no.:	67264	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	57089, 57090

□ 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:	Date: 3/3/23

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. 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:	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: 15/3/23

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
16 MAR 2023
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

 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, Secunderbad-500003.	**Doc No**	50664	67264
	Doc Date	16-05-2018	
	Quote No	Nil	
GSTIN 36AJBPK0412E1ZY	**Quote Date**	14-03-2017	
66385358 9985113450/9885073880	**SupplyType**	Supply	

Kind Attn : Mr.Gaurang Kadakia/Mahesh Kadakia

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	4536 - Electrical - other - Copper plate - 1 ft x1 ft - kgs *02nos*	4.80 Bal - 0.12.	560.00	0.00	18.00	3,171.84
2	4555 - Electrical - other - Earth pipe - 2 In - nos *B class - 5'6"*	2.00	530.00	0.00	18.00	1,250.80
3	4804 - Electrical - other - Earth Powder - NA - bags	2.00	140.00	0.00	18.00	330.40
					Total Order Value . . .	**4,753.04**

Rupees : Four Thousand Seven Hundred Fifty Three and Paise Four Only.

Terms and Conditions :-

Specification / Brand	All items shall be of 1st qlty, Sl.no.1-2.4kgs each approx. 3mm thickness.
Payment Terms	On complete delivery of all materials only !
Tax	GST included in above price.
Delivery Date	Next 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
Penality 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. Payment as per actual wgmt. Above order for V.no.15,9 earthing 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 : __/__/____

chase Order Module

Material Receipts Form

New DC | Edit | Save | Close

PO Doc No: 50664

MRN Doc ID: 57090 | MRN Date: 19-05-2018

DC No: ee 077 | DC Date: 19-05-2018

Remarks:

In Time: 10.00 | Vehicle No: by auto

Delivered By: party | Received By: security

Inward No: 10803 | Inward Date: 18.05.18

Company Name : Silver Oak Villas LLP
Project Name : Silver Oak Villas Phase - IX
Supply Type : Supply
Quote No : Nil
Quote Date : 14-03-2017
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Supplier Name : Elegant Enterprises
Contact Person : Mr.Gaurang Kadakia/Mahesh Kadakia
Address : 5-4-187/7/3,Karbala Maidan, M.G.Road, Secunderbad-
Phone : 66385358

PDF Name: PO50664DCee 077MR57090

SNo	Category	Item Name	Ord Qty	DC Qty	Status	Balance	Recd Qty	Rate
1	Electrical - other	4536 - Electrical - other - Copper plate - 1 ft x1 ft - kgs	4.8	4.68	Closed	0.12	4.68	0
2	Electrical - other	4555 - Electrical - other - Earth pipe - 2 In - nos	2	2	Closed	0	2	0

ere to search GBP/INR +0.25%
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chase Order Module

Material Receipts Form

New DC | Edit | Save | Close

PO Doc No: 50664

MRN Doc ID: 57089

MRN Date: 19-05-2018

DC No: ee 078

DC Date: 18-05-2018

Remarks:

In Time: 10.00

Vehicle No: by auto

Delivered By: party

Received By: security

Inward No: 10804

Inward Date: 18.08.17

Company Name : Silver Oak Villas LLP
Project Name : Silver Oak Villas Phase - IX
Supply Type : Supply
Quote No : Nil
Quote Date : 14-03-2017
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Supplier Name : Elegant Enterprises
Contact Person : Mr.Gaurang Kadakia/Mahesh Kadakia
Address : 5-4-187/7/3,Karbala Maidan, M.G.Road, Secunderbad-
Phone : 66385358

PDF Name: PO50664DCee 078MR57089

SNo	Category	Item Name	Ord Qty	DC Qty	Status	Balance	Recd Qty	Rate
	Electrical - other	4804 - Electrical - other - Earth Powder - NA - bags	2	2	Closed	0	2	0

ere to search GBP/INR +0.25%
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GSTIN: 36AJBPK0412E1ZY	☐ Orignal for Receipient	☑ Duplicate for Supplier / Transporter	☐ Triplicate for Supplier	GST INVOICE CASH / CREDIT

ELEGANT

Elegant Enterprises

5-4-187/7/3, Karbala Maidan, M. G. Road, Secunderabad-500003
Phone: 040- 6638-5358. E-mail address: eleganthyd@hotmail.com

Preventers I Annunciators I Switchgears I Starters I Wires & Cables I Capacitors I Panel & Cable Accessories I Oil Seals
Step Down Transfromers I L.E.D Lights I Earthing Equipiments I Carbon Brushes I PVC Insulation Tapes I Lugs I Spares

Reverse Charge :	Nil	Transportation Mode :	Not Applicable
Invoice Number :	EE-078	Vehicle/LR Number :	Not Applicable
Invoice Date :	17 May 2018	Date of Supply :	17 May 2018
State :	Telangana — State Code : 36	Place of Supply :	Hyderabad

Details of Buyer I Billed to:

Name : M/s Silver Oak Villas LLP
Address : 5-4-187/3 & 4, 3rd Floor,
Mahatma Gandhi Road,
Secunderabad - 500003
GSTIN : 36ADBFS3288A2Z7
State : Telangana — State Code : 36

Delivery Challan No. : Not Applicable — Date :
Purchase Order No. : 50664 — Date : 16.05.2018
Delivery Location : Bloomdale, Shameerpet, Hyderabad
Term of Payment : Within 30 days from the date of invoice

Sl. No.	Description of Goods	HSN/SAC	Quantity	UoM	CGST %	SGST %	IGST %	Rate	Amount
1	1 x 30Kgs Bentonut Powder	2508	2.00	No's	2.50	2.50	0.00	140.00	280.00

Total Invoice Amount in Words:
Rupees: Two Hundred Ninety Four Only.

Total Amount Before Tax :	280.00
Add : C G S T :	7.00
Add : S G S T :	7.00
Add : I G S T :	0.00
Rounded off Value :	0.00
Total Amount	Rs. 294.00

Our Bank Details

Name of the Bank : HDFC Bank	Account No. : 50200009719725
Branch Address : Paradise, S.D. Road, Sec-Bad-3	IFS Code : HDFC0000042

Receiver's Seal and Signature
with Name & Mobile Number

m Shekar

Terms and Conditions :
1. Goods once sold will not be taken back of exchanged
2. Interest at 24% P. A. will be charged affter .... Days.
3. Our risk & responsibility cease on the delivery of goods.
4. All disputes are subject to Secunderabad Jurisdiction
5. We declare that this invoice shows the actual price of the goods described and that all particulars are true & correct.

for Elegant Enterprises

Authorised Signatory

E & O.E

Head Office : Block - A : 413 : Shanti Bagh Apartments, 7 - 1 - 3, Begumpet, Hyderabad - 500016

Elegant Enterprises Secunderabad