

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 05/05/23		Prepared by V. RAVI		Serial no. 17524	
Supplier name Sri Sai Vishal Enterprises				HO inward no.	
Firm/Company SOVLUP		Project SOV - III		HO received date	
PO/WO date		PO/WO No.		Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	133	20.03.22	16,900 - 00	☒ Yes ☐ No	
2.			/	☐ Yes ☐ No	
3.				☐ Yes ☐ No	
4.				☐ Yes ☐ No	
Amount A – Bills total (Excluding Transport & Hamali Charges):				16,900 - 00	
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report					
MRN nos.: 114081 & 114082	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:				16,900 - 00	
Amount E – PO / WO value:				52,000 - 00	
Amount F – Difference (A – E):				35,100 - 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		06/02/23.			
Remarks: Find bill & close this PO.					
Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:					
Date		05/5/23.			
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 amount B. 5. This report must reach HO within one working day of approval by purchase officer/purchase manager.



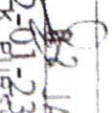
Form for closure of purchase order

PO no.: 93648	PO date: 05/11/22	Req. no.: 184774	Advice Scan ID	
Barcoded PO available ☐ Y/ ☒ N	Invoice original available ☒ Y/ ☐ N	Copy available ☒ Y/ ☐ N	POD available ☒ Y/ ☐ N	
Data required from site engineers:				
MRN nos. related to PO 113599, 113802, 113951, 114081 and 114082				
☐ 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: Total material received				
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. Tulasani Roni	Sign:	Date: 29/4/23		
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.	95	24/01/22	35,100/-	
2.				
3.				
Remarks by Accountants: 1 bill received against this PO				
Prepared by: Shaik Hasia	Sign:	Date: 03/05/23		
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.	133	20.03.22	16900.00	114081
2.				114082
3.				
Remarks: Need MD's approval for enclosed invoice copy.				
Prepared by: Ravi	Sign:	Date:		
Advice by MD - action to be taken.				
☐	☐ Get certified bill from supplier (not original).		☐ Prepare bill in SSLP 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
-5 MAY 2023
SOHAM MODI
MANAGING DIRECTOR

Cement Blocks – Weekly Delivery Report

Company/ firm:	SOV LLP	Requisition nos.:	184774	Total PO quantity:	2000
Project:	SOV-III	PO No(s).	93648	Quantity delivered in earlier period:	1800
Block /Flat / Villa no.:	A	Total material delivered	Yes	Quantity delivered during week:	200
Supplier:	Sri sai vishal enterprises	Close PO:	Yes	Balance quantity to be delivered:	Nil
Sign of security		Sign of Admin		Sign of Project manager	
Date	02-01-23	Date	02-01-23	Date	

APPROVED BY

 02-01-23
 Project Manager / (Sri Sai Vishal Enterprises)

Details of solid blocks – delivered in earlier period.

S No	Date	Time	Block Size & type	Quantity delivered	DC No.	Inward no.	MRN No.
1.	09-11-22	03:30	6X8X12	450	196	588	113599
2.	10-11-22	09:00	6X8X12	450	197	590	113802
3.	18-11-22	08:00	6X8X12	450	204	598	113951
4.	19-11-22	04:30	6X8X12	450	206	602	114081
				1800			

Details of solid blocks – delivered during the week.

S No	Date	Time	Block Size & type	Quantity delivered	DC No.	Inward no.	MRN No.
1.	21-11-22	11:00	6X8X12	200	207	603	114082
				200			

Remarks:

Note 1. Report to be sent to HO every Saturday with delivery challans of this week with photos. 2. Report must have totals calculated. 3. Specify block size and block type (solid / hollow). 4. Total quantity and delivered quantity includes all types of blocks.

Purchase Order

Page 1 of 1

29-04-2023 17:04:55

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

Sri Sai Vishal Enterprises
12-13-167, Street no 17, Tarnaka, Medchal, Malkajgiri,
Telangana-500017.

GSTIN 36ACZPL1512H1ZF

9391029193

9391029193

Doc No	93648	184774
Doc Date	05-11-2022	
Quote No	Nill	
Quote Date	04-11-2022	
SupplyType	Supply	

Kind Attn : Akula Lakshmi

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 393900 - BUIL-Building Material - Solid Block-- - 150X200X300mm - Nos	2,000.00	26.00	0.00	0.00	52,000.00
Total Order Value . . .					52,000.00

Rupees : Fifty Two Thousand Only.

Terms and Conditions :-

Specification / Brand	Items shall be of 25kgs approx. Strength minimum 30kgs/cm ² . QC report a must!
Payment Terms	Within 30 days of delivery of all materials & production of bill.
Tax	All taxes included in above price.
Delivery Date	As per request of Project Manager
Delivery Location	Silver Oak Villas Part III Sy.No.11,12,14,15,16,17,18, 294 Phone. 0
Penalty For Delay	Bills must be submitted to H.O. within 30days of supply of material. 10% pty on value of order will be deducted for delay in submission of bills.
Transportation Cost	Included in the above price.
Warranty	Nill
Advance Paid	Nill
Other Terms	We reserve the right items not confirming to qty & specs. Breakage in your account. Above order for villa Plinth beam work and villa no 204 to 205 & 213 work purpose.
Completion Date	Nill
Measurement	Nill
Security	Nill
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 IDC can be sent by email.

SRI SAI VISHAL ENTERPRISES

FLY ASH BRICKS

Factory : Godumakunta Vill., Keesara Mdl, Medchal Dist.

Office : Street No. 17, Tarnaka, Secunderabad.

GSTIN : 36ACZPL1512H1ZF

(COMPOSITION TAXABLE PERSON NOT ELIGIBLE TO COLLECT TAX ON SUPPLIES)

M/s Sri Sai Vishal Enterprises
ChimparthyInv. No. 133 Date : 20.03.23D.C. No. 206, 207 Date : _____P. O. 93648 Date : _____

Payment _____

Party GSTIN 36ADBPS3288A227State : **TELANGANA**Code : **36**

S.No.	PARTICULARS	HSN CODE	QTY.	RATE	UNIT	AMOUNT Rs. Ps.
1.	20 mm Metal					
2.	Baby Chips					
3.	Stone Dust					
4.	Sand					
5.	Red Mutti					
6.	Granite					
7.	40mm Hand Metal					
8.	Crusher Sand					
9.	12mm Metal					
10.	Flyash Bricks					
	4X8X16					
	✓ 6X8X12 →		650	26	sq	16900 = 00
	6X8X16					
	8X8X12					
	8X8X16					

Rupees in words Sixteen Thousand onlyAmount only

Name : SRI SAI VISHAL ENTERPRISES

Bank Name : HDFC BANK

Account No. : 50200042541343

IFSC Code : HDFC0000368

Branch : Nacharam

TOTAL

16900 = 00

SGST @

%

-

CGST @

%

-

GRAND TOTAL

16900 = 00

E. & O.E.

For **SRI SAI VISHAL ENTERPRISES**

✓

Знамен: 133

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