E

PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	25/3/22	Prepared by	Manoj	Serial no.	2456
Supplier name	Leela steel Railing & furniture			HO inward no.	
Firm/Company	SOV LLP	Project	SOV	HO received date	
PO/WO date	10/8/21	PO/WO No.	79548	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	063	14/3/22	22,677.94/-	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	22,677.94/-

Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☑ Installation report

MRN nos.:		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:	22,677.94/-
Amount E – PO / WO value:	22,677.94/-
~~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	28/3/22
Remarks: Final Bill	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Manoj	APPROVED			
Sign:	Manoj	[signature]			
Date	25/3/22	26 MAR 2022			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

P. PRABHAKAR
Sr. MANAGER PURCHASE

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.

TAX INVOICE

Cell : 8125765219, 7075802950

M/s. LEELA STEEL RAILING & FURNITURE

Mfg: All Kinds of Stainless steel, Railings steel Furniture, Kitchen Trolleys 202,304 & All Interior, Decorative Items

Main Office : 1-2-3-5/1, Indiranagar Colony, Venkateshwara Temple Road, Beside Kattalamandi, Uppal, Hyderabad.

Branch Office : Ramppally Chowrasta, Ghatkesar Road, Hyderabad.

Buyer : M/s.: Silver Oak Villas LLP	Invoice No. 063	Date : 14/03/2022
	Delivery Note :	Made of Payment :
	Buyers Order No. : 79548	Date :
GST No. : 36ADBFS3288A2Z7	Despatched Through:	Destination :

Sl. No.	Description of Goods	HSN Code	Qty	Rate	Amount Rs. Ps.
1.	SS Railing for V.no. 82		60	320.31	19218-60

SUMMIT SALES LLP
IN WARD
No: 92254
Date: 14/3
Sign:
R.R. DIST.

GST No. : 36CRBPB0826R1ZO	Gross Value	19,218-60
Rupees in words: Twenty two thousand Six hundred and seventy eight only	Add CGST 9 %	1729-67
	Add SGST 9 %	1729-67
	Add IGST %	—
	GRAND TOTAL	22677-94

Terms & Conditions

1. Our risk and responsibilty ceases on delivery of goods and we are not respondible for damages, shortages or theft in transist.
2. 27% Intrest will be charged on bills remaining unpaid after due date
3. Payments within..days.

For LEELA STEEL RAILING & FURNITURE

Vikas

Proprietor

INSTALLATION REPORT

Company/ firm:	Sou - I & II	Requisition nos.:	156549
Project:	Sou - I & II	PO no.:	79548
Supplier:	Leela Steel Railing & furniture	Material type:	SS Railing

Details of installation:

Sl. No.	Date of installation	Unit no.	Material details	Size	Qty
1.					
2.	10/09/21	01	SS Railing - 82	60	Rft
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
				Total:	60 Rft

Remarks:

Approved by	Project manager	Security	Admin (Audit)
	APPROVED BY 14 MAR 2022		

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.

Purchase Order

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Original / Office Copy / Purchase Dir.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

Leela Steel Railing & Furniture
Main office: 1-2-3-5/1, India Nagar Colony, Venkateshwara Temple Road, Beside Kattalmandi, Uppal, Hyderabad.

GSTIN 36CRBPB0826R1ZO

8125765219/7075802950

Doc No	79548	156549
Doc Date	10-08-2021	
Quote No	Nil	
Quote Date	27-11-2018	
SupplyType	Supply And Installation	

Kind Attn : Mr. Mohan Ram

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 6039 - Miscellaneous - SS Railing - NA - rft 60 rft x 02 nos	120.00	320.31	0.00	18.00	45,355.90
Rupees : Fourty Five Thousand Three Hundred Fifty Five and Paise Ninty Only.		**Total Order Value ...**			**45,355.90**

Terms and Conditions :-

Specification / Brand	All items shall be of 'Jindal' brand, 202 grade, 50mm x 1.5mm thick, 44' length
Payment Terms	50% as advance & balance 50% after delivery and completion of the work.
Tax	All taxes included in above price
Delivery Date	Within 4days
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	Included in above price
Warranty	Nil
Advance Paid	Rs. 22,678/- 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 V.no. 29 & 52 purpose. Above rates are inclusive of all.
Completion Date	Work shall be completed within 3 days from the date of the work order.
Measurment	Nil
Security	Nil
Remarks	

Books of accounts verified and no bills wrt this PO were received by accounts
Name: P Rawesh Kumar
Sign:
Date: 22/3/22

For **Silver Oak Villas LLP**
Authorised Signatory

Name :
Contact :-

Name :

Accepted the above Terms And Conditions
For **Leela Steel Railing & Furniture**

Date :

Purchase Order

Page(s) 1 Of 1 10-08-2021 13:57:20 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

Leela Steel Railing & Furniture

Main office: 1-2-3-5/1, India Nagar Colony, Venkateshwara Temple Road, Beside Kattalmandi, Uppal, Hyderabad.

GSTIN 36CRBPB0826R1ZO

8125765219/7075802950

Doc No	79548	156549
Doc Date	10-08-2021	
Quote No	Nil	
Quote Date	27-11-2018	
SupplyType	Supply And Installation	

Kind Attn : Mr. Mohan Ram

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				Total Order Value . . .		**45,355.90**

Rupees : Fourty Five Thousand Three Hundred Fifty Five and Paise Ninty Only.

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Penality For Delay	Nil
Transportation Cost	Included in above price.
Warranty	Nil
Advance Paid	Rs. 22,678/- 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 V.no. 29 & 82 purpose. Above rates are inclusive of all.
Completion Date	Work shall be completed within 3 days from the date of the work order.
Measurment	Nil
Security	Nil
Remarks	

For ***Silver Oak Villas LLP***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Leela Steel Railing & Furniture***

Name : ____________________

Contact - -

Name : ____________________

Date : __/__/____

Requisition Form

Company Name:	Silver Oak Villas LLP	Date:	09-08-2021
Site & Phase :	Silver Oak Villas	Time:	15.00
Supplier		Req. No.	156549
Material required before date:	13-08-2021	ID No.	

No	Description	Size	Quantity	Units	67818	Date
1	S.S Railing	60Rft	02	No's		
2						
3						
4						
5						
6						
7						
8						
9						
10						

Remarks: - For villa no. 29,82 use purpose

Prepared By	Ch. Pranavi	Approved by	
Sign.& Date	09-08-2021	Sign. & Date	

Note: On receipt of material at site write inward number and date in last 2 columns.

Company Name:	Silver Oak Villas LLP	Date:	28.03.19
Site & Phase :	Silver Oak Villas	Time:	15.00
Supplier		Req. No.	
Material required before date:		ID No.	

No	Description	Size	Quantity	Units	Inward No	Date
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Remarks: -For Site Use Purpose

Prepared By	G chandra kanth	Approved by	
Sign.& Date		Sign. & Date	

Note: On receipt of material at site write inward number and date in last 2 columns.