

PURCHASE DIVISION
Advice for approval for credit to supplier



Date:	12/04/22	Prepared by	Ramya	Serial no.	3031
Supplier name	M. sudarshan			HO inward no.	
Firm/Company	SOV	Project	SOV	HO received date	
PO/WO date	15/03/22	PO/WO No.	86429	Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	176	09/04/22	1,03,701	☒ Yes ☐ No	
2.				☐ Yes ☐ No	
3.				☐ Yes ☐ No	
4.				☐ Yes ☐ No	
Amount A – Bills total (Excluding Transport & Hamali Charges):				1,03,701	
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report					
MRN nos.:	105926		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:				1,03,701	
Amount E – PO / WO value:				1,03,701/-	
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		18/04/22			
Remarks: final Bill					
Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Ramya				
Sign:		15 APR 2022			
Date	12/04/22				
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.



TAX INVOCIE

Cell : 9849102251

M. SUDARSHAN

FABRICATION OF ALUMINIUM PARTITIONS, DOORS, WINDOWS & INTERIOR WORKS

D.No. 1348, Pioneer Bazar, Bollaram, Secunderabad - 500 010. T.S.

Email : sudarshan.maheshwaram@yahoo.com

GSTIN No. 36BBIPM8347N1ZW

Name :

Silver oak villa's LLP
5-4-187/344 II Floor MG Road Sec-6
 GST No 36 ADBFS 3288 A2 Z7

Bill No.

176Date : 9-4-22

D.C No.

2

Date :

Order No. 86429

Date :

SI No	PARTICULARS	HSN CODE	FOR SIZE	QTY	FOR SFT	Amount Rs.	Ps.
1	UPVC windowed 2-5 Trak Sliding window with mesh 6'-0" x 4'-0" x 3 Nos			SFT 72-0	335=00	24120	00
2	do Ventilators 2'-0" x 2'-0" x 4 Nos			16-0	520=00	8320	00
3	do open windows 2'-0" x 4'-0" x 5 Nos			40-0	485=00	19400	00
4	do 3'-6" x 3'-0" x 1 No			10-50	385=00	4042	50
5	do 6'-0" x 4'-0" 2 Nos			48-0	330=00	15840	00
6	do 4'-0" x 4'-0" 2 Nos			32-0	315=00	10080	00
7	do 4'-0" x 4'-0" 1 No Rno 127			16-0	380=00	6080	00
SUB TOTAL						87882	50
SGST % 9						7909	42
CGST % 9						7909	42
IGST %							
GRAND TOTAL						103701	35

Rupees In Words : One Lakh three

thousand Seven hundred and
one Twenty five paise only

For **M. SUDARSHAN****TERMS & CONDITIONS :**

1. Goods once sold will not be taken back and No claim for shortage or damage will be entertained.
2. Cheque disgonour Rs. 500/- Extra
2. Our responsibility ceases no seener goods are handed over to the carrying agency.
4. Subject to secunderabad Jurisdiction Only.

Sudarshan

Signature

INSTALLATION REPORT

Company/ firm:	SovLHP	Requisition nos.:	183987
Project:	Sov-III	PO no.:	86429
Supplier:	Sudarshan	Material type:	UPVC windows

Details of installation:

Sl. No.	Date of installation	Unit no.	Material details	Size	Qty
1.	09/04/22	127	upvc windows	6'x4'	3 nos
2.	09/04/22	127	"	2'x2'	4 nos
3.	09/04/22	127	"	2'x4'	5 nos
4.	09/04/22	127	"	3'6" x 3'	1 nos
5.	09/04/22	127	"	6'x4'	2 nos
6.	09/04/22	127	"	4'x4'	2 nos
7.	09/04/22	127	"	4'x4'	1 nos
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
Total:					18 nos

Remarks: work completed

APPROVED BY			
Project manager	Security	Admin (Audit)	
09 APR 2022		Menele	

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.

Estimate/Draft PO

Page(s) 1 Of 2

15-03-2022 12:36:35



86429

28.02.22 2:52:30

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

Mr. M. Sudarshan
 H.No. 1348, Pioneer Bazar, Bolarum, Secunderabad.

GSTIN 36BBIPM8347N1ZW

9849102251

Doc No	86429	183987
Doc Date	15-03-2022	
Quote No	Nil	
Quote Date	09-03-2022	
SupplyType	Supply And Installation	

Kind Attn : Mr. M. Sudarshan

Estimate/Draft PO for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 2429 - Carpentry - windows - UPVC Sliding windows-2.5 track-with mesh - 6ft X 4ft - Sft 71.50" x 47.50" - 03 nos	72.00	335.00	0.00	18.00	28,461.60
2 2450 - Carpentry - windows - UPVC Ventilator - 2ft x 2ft - Sft Openable - Top Hung - 23.50" x 23.50" - 04 nos	16.00	520.00	0.00	18.00	9,817.60
3 2443 - Carpentry - windows - UPVC Openable window - 2ft X 4ft - Sft 23.50" x 47.50" - 05 nos	40.00	485.00	0.00	18.00	22,892.00
4 2428 - Carpentry - windows - UPVC window - NA - Sft 2.5 Track - sliding - 41.50" x 35.50" - 01 nos	10.50	385.00	0.00	18.00	4,770.15
5 2428 - Carpentry - windows - UPVC window - NA - Sft 2.5 Track with provision only - 71.50" x 47.50" - 02 nos	48.00	330.00	0.00	18.00	18,691.20
6 2452 - Carpentry - windows - UPVC Fixed window - 4ft x 4ft - Sft 47.50" x 47.50" - 02 nos	32.00	315.00	0.00	18.00	11,894.40
7 2435 - Carpentry - windows - UPVC Sliding windows-2.5 track-with mesh - 4ft X 4ft - Sft 47.50" x 47.50" - 01 no	16.00	380.00	0.00	18.00	7,174.40
Total Order Value . . .					103,701.35

Rupees : One Lakh(s) Three Thousand Seven Hundred One and Paise Thirty Five Only.

Terms and Conditions :-**Specification / Brand** As per details given in the quotation dt. 09/03/2022.**Payment Terms** 10% as advance & balance on delivery of materials and receipt of invoice. Advance paid to be proportionately deducted.**Tax** All taxes included in above price.**Delivery Date** Within 4 days.

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 completion of work. 10% pty on value of order will be deducted for delay in submission of bills.**Transportation Cost** Included in the above price.**Warranty** 1 year on workmanship.**Advance Paid** Rs. 10,370/- to be pay vide cheque no. , dtd.**Other Terms** We reserve the right to reject items not conforming to quality and specifications. Above order for V.no. 127.**Completion Date** Work to be completed within 2 working days. Penalty of 5% of order value per week shall be levied for delay.**Measurement** Payment will be made as per measurement of laid and fixed material. Wastage at suppliers cost.For **Silver Oak Villas LLP**

Accepted the above Terms And Conditions

Authorised Signatory

For **Mr. M. Sudarshan**

Name : _____

Name : _____

Date : ____/____/____



Estimate/Draft PO

Page(s) 2 Of 2

15-03-2022 12:36:35

Original / Office Copy / Purchase Div.Copy

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

Name : _____

Accepted the above Terms And Conditions

For **Mr. M. Sudarshan**

Name : _____

Date : __/__/__

Requisition Form - UPVC Windows									
Company		SOV LLP		Site & Phase		SOV-III			
Req. no.		183987		Req. Date		05-03-2022			
Material required before		10-03-2022		ID no.		74386			
Prepared by:		G.chandra karth		Approved by (sign):					
Flat / Block no:		V.no 126,127							
Name of the Supplier :-									
Type C12040 Sft 3BHK Order Value:		1		Villas					
Type C2 2040 Sft 3BHK Order Value:		0		Villas					
S No.	Item Description	Units	Qty required for Type C1 2040 Sft 3BHK flat	Qty required for Type C2 2040 Sft 3BHK flat	Qty required for Type A 2040 Sft 3BHK flat	Quantity required	Qty Available at site	Balance Qty to be ordered	Inward No
1	(2.5 Track) Sliding Window with mesh 6' x 4'	No's	6	-	-	6	-	6	3+3
2	(2.5 Track) Sliding Window without mesh 6' x 4'	No's	4	-	-	4	-	4	2+2
3	Openable Windows (Ven) 2' x 2'	No's	8	-	-	8	-	8	4+4
4	Openable Windows (Ven) 2' x 4'	No's	10	-	-	10	-	10	5+5
5	(2.5 Track) Sliding Window with mesh 3.6"X3'	No's	2	-	-	2	-	2	1+1
6	(2.5 Track) Sliding Window 4'X4'	No's	3	-	-	3	-	3	2+1
7	Fixed Window 3.6"X3'	No's	-	-	-	-	-	-	-
8	Fixed Window 4'X4'	No's	4	-	-	4	-	4	2+2
Total			37					37	
Please Give WO to Mr.M.Sudarshan									

- For MDs APPROVAL**
- ☐ High Value/quantity beyond limits.
 - ☐ Po/Req. processed-post approval.
 - ☐ Approval for technical details/clarification
 - ☐ Replenishing SLLP stock
 - ☒ Other

APPROVED BY
16 MAR 2022
SOHAM MODI
MANAGING DIRECTOR

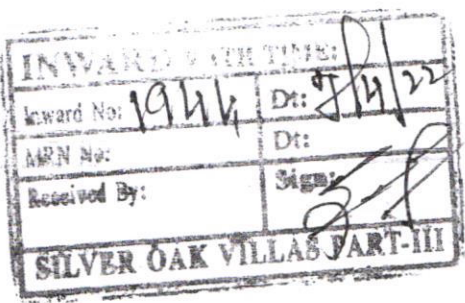
M. SUDARSHAN

Fabrication of Aluminium Partitions, Door's, Windows & Glazing Work's
H.No. 1348, Poiner Bazar, Bolarum, Sec-bad. Cell:9849102251

GST No:36BBIPM8347N1ZW

DELIVERY CHALLAN

CUSTOMER NAME AND ADDRESS	D-C No. 2
Silver oak Villas LLP	DATE 7/4/22
5/4/187/344 II Floor M-G Road Sec-bad	CUSTOMER D-C No
36 ADBFS 3288 A227	& DATE
	CUSTOMER Ord. Ref. 86429

Sl. No	DESCRIPTION OF THE ITEMS	QUANTITY	Approx. Value Rs.
	<u>UPVC Windows</u>		
1	6'-0 x 4'-0 x	3 nos	
2	2'-0 x 2'-0	4 nos	
3	2'-0 x 4'-0	5 nos	
4	3'-6 x 3'-0	1 no	
5	6'-0 x 4'-0	2 nos	
6	4'-0 x 4'-0 Fixed Frame	2 nos	
7	4'-0 x 4'-0	1 no	
	VNO 127		
			
			

RECEIVED THE GOODS IN GOOD CONDITION

M. SUDARSHAN

Sudolony

M. SUDARSHAN

Fabrication of Aluminium Partitions, Door's, Windows & Glazing Work's
H.No. 1348, Poiner Bazar, Bolarum, Sec-bad. Cell:9849102251

GST No:36BBIPM8347N1ZW

DELIVERY CHALLAN

CUSTOMER NAME AND ADDRESS	D.C. No. 2	:
Silver oak Villas LLP	DATE	: 7/4/22
5/4/187/344 II Floor M-G Road Sec-6	CUSTOMER D.C. No	:
36 ABBS 3288 A227	& DATE	:
	CUSTOMER Ord. Ref.	: 86429

Sl. No	DESCRIPTION OF THE ITEMS	QUANTITY	Approx. Value Rs.
1	UP VC Windows	3 nos	
2	6'-0 x 4'-0 x	4 nos	
3	2'-0 x 2'-0	5 nos	
4	2'-0 x 4'-0		
5	3'-6 x 3'-0	1 no	
6	6'-0 x 4'-0	2 nos	
7	4'-0 x 4'-0 Fixed Frame	2 nos	
	4'-0 x 4'-0	1 no	
	VNO 127		
INWARD RECEIPT Inward No: 1944 Dt: 8/4/22 MRN No: 105926 Dt: 9/4/22 Received By: Sign: [Signature] SILVER OAK VILLAS PART-III			

RECEIVED THE GOODS IN GOOD CONDITION

M. SUDARSHAN

Sudolony

