B

PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	13/05/22	Prepared by	Ramya	Serial no.	3921
Supplier name	M. Sudarshan			HO inward no.	
Firm/Company	SOV-ICP	Project	SOV-III	HO received date	
PO/WO date	1/04/22	PO/WO No.	86933	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	181	12/05/22	90,769/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	90,769/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: Instalation Report Enclosed — 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:	90,769/-
Amount E – PO / WO value:	90,769/-
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	23/06/22
Remarks:	Final Bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Ramya	APPROVED			
Sign:	[signature]	16 MAY 2022			
Date	13/05/22	MINISH PARIKH MANAGER PROCUREMENT			
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, Bollarum, Secunderabad - 500 010. T.S.
Email : sudarshan.maheshwaram@yahoo.com

GSTIN No. 36BBIPM8347N1ZW

Name : Silver Oak Villas LLP 5-4-187/3&4 II Floor M.G Road Sc-bad	Bill No. 181 Date : 12-5-22
	D.C No. 7 Date :
GST No 36ADBFS3288A2Z7	Order No. 86933 Date :

Sl No	PARTICULARS	HSN CODE	FOR SIZE	QTY	FOR SFT	Amount Rs.	Ps.
	UPVC Sliding windows						
1	6'-0 x 4'-0 x 3 Nos	39252000		72-0	335=00	24120	00
2	2'-0 x 2'-0 x 4 Nos	"		16-0	520=00	8320	00
3	2'-0 x 4'-0 x 3 Nos	"		24-0	485=00	11640	00
4	3'-6 x 3'-0 x 1 No	"		10-5	385=00	4042	50
5	6'-0 x 4'-0 x 3 Nos NA	"		72-0	330=00	23760	00
6	4'-0 x 4'-0 x 1 No Fixed	"		16-0	315=00	5040	00
	VNO 134						
		SUB TOTAL				76922	50
		SGST %		9		6923	025
		CGST %		9		6923	025
		IGST %					
		GRAND TOTAL				90768	55

Rupees In Words : Ninety thousand Seven hundred Sixty Eight and Fifty Five Paisa only

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 responsbility ceases no seener goods are handed over to the carring agency.
4. Subject to secunderabad Jurisdiction Only.

SUMMIT SALES LLP R.R. DIST.
INWARD No: 94371
Date: 12/5
Sign:

For **M. SUDARSHAN**

Sudarshan

Signature

Purchase Order

 01-04-2022 16:55:33

86933

16.03.22 2:13:38

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	**Doc No**	86933	184058
H.No. 1348, Pioneer Bazar, Bolarum, Secunderabad.	**Doc Date**	01-04-2022	
	Quote No	Nil	
GSTIN 36BBIPM8347N1ZW	**Quote Date**	09-03-2022	
9849102251	**SupplyType**	Supply And Installation	

Kind Attn : Mr. M. Sudarshan

Purchase Order 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" - 03 nos*	24.00	485.00	0.00	18.00	13,735.20
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" - 03 nos*	72.00	330.00	0.00	18.00	28,036.80
6	2452 - Carpentry - windows - UPVC Fixed window - 4ft x 4ft - Sft *47.50" x 47.50 - 01 no*	16.00	315.00	0.00	18.00	5,947.20
				Total Order Value . . .		**90,768.55**

Rupees : Ninty Thousand Seven Hundred Sixty Eight and Paise Fifty 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
Penality For Delay	Bills must be submitted to H.O. within 30days of completion of work. 10% plty 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. 9,077/- 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. 134.
Completion Date	Work to be completed within 2 working days. Penalty of 5% of order value per week shall be levied for delay.
Measurment	Payment will be made as per measurement of laid and fixed material. Wastage at suppliers cost.
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

For *Silver Oak Villas LLP*

Authorised Signatory

04/04/2022

Name : ____________

Accepted the above Terms And Conditions

For *Mr. M. Sudarshan*

Name : ____________

Date : __/__/____

Purchase Order

01-04-2022 16:55:33

Original / Office Copy / Purchase Div.Copy

must be sent to HO office or purchase site office. Proof of delivery/DC can be sent by email.'

Accepted the above Terms And Conditions

For **_Silver Oak Villas LLP_**

For **_Mr. M. Sudarshan_**

Authorised Signatory

Date : __/__/____

Name : 04/04/2022

Name : ____________________

Requisition Form - UPVCWindows										
Company		SOV LLP		Site&Phase	SOV-III					
Req. no.		184058		Req. Date	30-03-2022					
Material required before		05-04-2022		ID no.	75151					
Prepared by:		G.chandra kanth		Approved by (sign):						
Flat / Block no:		V.no 134								
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 forType C1 2040 Sft 3BHK flat	Qty required forType C2 2040 Sft 3BHK flat	Qty required forType A 2040 Sft 3BHK flat	Quantity required	Qty Available at site	Balance Qty to be ordered	Inward No	Date
1	(2.5 Track) Sliding Window with mesh 6' x 4'	No's	3		-	3	-	3		
2	(2.5 Track) Sliding Window without mesh 6' x 4'	No's	3		-	3	-	3		
3	Openable Windows (Ven) 2' x 2'	No's	4	-	-	4		4		
4	Openable Windows (Ven) 2' x 4'	No's	3	-	-	3	-	3		
5	(2.5 Track) Sliding Window with mesh 3.6"X3'	No's	1	-	-	1	-	1		
6	(2.5 Track) Sliding Window Without Mesh 4'X4'	No's	-	-	-	-	-	-		
7	Fixed Window 3.6"X3'	No's	-	-	-	-	-	-		
8	Fixed Window 4'X4'	No's	1	-	-	1	-	1		
	Total		15					15		

86933

APPROVED BY
01 APR 2022
SOHAM MODI
MANAGING DIRECTOR

For MDs APPROVAL
- [x] High Value/quantity beyond limits.
- [ ] Po/Req. processed-post approval.
- [ ] Approval for technical details/clarification
- [ ] Replenishing SSLLP stock
- [ ] Other

T.D. [signature] 31/3/22

Estimate/Draft PO

 31-03-2022 12:54:14

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

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

GSTIN 36BBIPM8347N1ZW

9849102251

Doc No	86933	184058
Doc Date	31-03-2022	
Quote No	Nil	
Quote Date	09-03-2022	
SupplyType	Supply And Installation	

Kind Attn : Mr. M. Sudarshan

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Transportation Cost	Included in the above price.
Warranty	1 year on workmanship.
Advance Paid	Rs. 9,077/- 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. 134.
Completion Date	Work to be completed within 2 working days. Penalty of 5% of order value per week shall be levied for delay.
Measurment	Payment will be made as per measurement of laid and fixed material. Wastage at suppliers cost.
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

APPROVED BY
01 APR 2022
SOHAM MODI
MANAGING DIRECTOR

For *Silver Oak Villas LLP*

Authorised Signatory

Name : 31/03/2022

Accepted the above Terms And Conditions

For *Mr. M. Sudarshan*

Name : ____________________

Date : __/__/____

Estimate/Draft PO

31-03-2022 12:54:14

Original / Office Copy / Purchase Div.Copy

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 : 31/03/2022

Accepted the above Terms And Conditions

For ***Mr. M. Sudarshan***

Name : ____________

Date : __/__/____

M. SUDARSHAN

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

GST No:36BBIPM8347N1ZW

DELIVERY CHALLAN

CUSTOMER NAME AND ADDRESS		
Silver Oak Villas LLP	D.C. No	7
5-4-187/3&4 II Floor M G Road Sec-bad	DATE	11-5-2022
	CUSTOMER D.C. No & DATE	
GST 36ADBFS3288A1Z7	CUSTOMER Ord Ref	86933

Sl. No	DESCRIPTION OF THE ITEMS	QUANTITY	Approx. Value Rs.
	UPVC Windows		
1	6'-0 x 4'-0 x 6	6 Nos	
2	2'-0 x 2'-0 x 4	4 Nos	
3	2'-0 x 4'-0 x 3	3 Nos	
4	3'-6 x 3'-0 x 1	1 No	
5	4'-0 x 4'-0 x 1	1 No	

V NO 134

INWARD WITH TIME
Inward No. 2890 Dt: 11/5/22
MRN No. 107139 Dt: 12/5/22
Received By: Sign:
SILVER OAK VILLAS PART-III

SUMMIT SALES LLP
IN WARD
No: 79797
Date: 13/5
Sign:
R.R. DIST.

RECEIVED THE GOODS IN GOOD CONDITION

M.SUDARSHAN

Sudarshan

INSTALLATION REPORT

Company/ firm:	SOV LLP	Requisition nos.:	184058.
Project:	SOV - III	PO no.:	86933
Supplier:	M.M. Sudarshan.	Material type:	UPVC windows.

Details of installation:

Sl. No.	Date of installation	Unit no.	Material details	Size	Qty
1.	13/5/22	134.	UPVC window	6'x4'.	6
2.	13/5/22	134	UPVC windows	2'x2'	4.
3.	13/5/22	134	UPVC window	2'x4'	3.
4.	13/5/22	134	UPVC window	3'6"x3'.	1
5.	13/5/22	134	UPVC windows	4'x4'	1
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
				Total:	15 Nos.

Remarks: Work completed.

Approved by	Project manager	Security	Admin (Audit)
	APPROVED BY 14 MAY 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.