(F)

PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	28/05/22	Prepared by	Ramya	Serial no.	4576
~~Supplier name~~	M. Sudarshan			~~HO inward no.~~	
Firm/Company	SOVLLP	Project	SOV-iii	HO received date	
PO/WO date	29/03/22	PO/WO No.	86799	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	180	12/05/22	1,03,229/-	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	1,03,229/-
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	

MRN nos..	107140/ Instalation Report Enclose.	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:~~	1,03,229/-
Amount E – PO / WO value:	1,03,229
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	6/06/22
Remarks:	final ReBill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Ramya	APPROVED			
Sign:	[signature]	30 MAY 2022			
Date	28/05/22	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.

INSTALLATION REPORT

Company firm:	SOV LLP	Requisition nos.:	184038
Project:	SOV-III	PO no.:	86799
Supplier:	M. Sudarsh	Material type:	UPVC windows

Details of installation:

Sl. No.	Date of installation	Unit no.	Material details	Size	Qty
1.	11/5/22	125	UPVC sliding windows	6'x4'	5 NO'S
2.	"	125	UPVC ventilators	2'x2'	03 NO'S
3.	"	"	UPVC openable windows	2'x4'	7 NO'S
4.	"	"	UPVC window	3.45x3'	1 NO.
5.	"	"	UPVC fixed window	4'x4'	2 NO'S
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
				Total:	18 NO'S

Remarks:

Approved by	Project manager	Security	Admin (Audit)
	APPROVED BY 30 MAY 2022 K. PURSHOTHAM Project Manager (Silver Oak Villas Part-III)		

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, doors, windows, balcony, staircase railing, fire doors and such materials where PO for material + labour is issued. Exclude: false ceiling, painting, plumbing, electrical till 'bill giving credit to contractor/supplier form' is being set to F&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.

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.	6
5-4-187/3&4 II Floor MG Road Sc-bad	DATE	11-5-2022
	CUSTOMER D.C. No & DATE	
GST 36ADBFS3288A2Z7	CUSTOMER Ord. Ref.	86799

Sl. No	DESCRIPTION OF THE ITEMS	QUANTITY	Approx. ValueRs.
	UPVC Windows		
1	6'-0 x 4'-0 x 5	5 Nos	
2	2'-0 x 2'-0 x 3 Ventilaters	3 Nos	
3	2'-0 x 4'-0 x 7	7 Nos	
4	3'-6 x 3'-0 x 1	1 No	
5	4'-0 x 4'-0 x 2	2 Nos	
	V No 125		

SUMMIT SALES LLP R.R. DIST. IN WARD No: 29796 Date: 13/5 Sign:

RECEIVED THE GOODS IN GOOD CONDITION

INWARD WITH TIME:
Inward No: 2089 Dt: 11/5/22
MRN No: 107140 Dt: 12/5/22
Received By: Sign:
SILVER OAK VILLAS PART-III

M. SUDARSHAN
Signatory

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	Bill No. 180 Date : 12-5-22
5-4-187/3&4 II Floor M.G Road Sc-bad	D.C No. 6 Date :
GST No 36 ADBFS 3288 A2Z7	Order No. 86799 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	392520	00	72-0	335=00	24120	00
2	2'-0 x 2'-0 x 3 Nos	"		12'-0	520=00	6240	00
3	2'-0 x 4'-0 x 7 Nos	"		56-0	485=00	27160	00
4	3'-6 x 3'-0 x 1 No	"		10.5	385=00	4042	50
5	6'-0 x 4'-0 x NA 2Nos	"		48-0	330=00	15840	00
6	4'-0 x 4'-0 x 2Nos Fixed	"		32-0	315=00	10080	00
	VNO 125						
		SUB TOTAL				87482	50
		SGST %		9		7873	42
		CGST %		9		7873	42
		IGST %					
		GRAND TOTAL				103229	35

Rupees In Words : One Lakh Three Thousand Two hundred Twenty Nine and Thirty Five Paisa

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. IN WARD No: 94370 Date: 12/5 Sign:

For **M. SUDARSHAN**

Sudalory

Signature

Form for closure of purchase order

Data required from site/engineers:							
PO no.:	86799	PO date:	29/3/22	Req. no.:	184038	Advice Scan ID	
MRN nos. related to PO							
☐	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 hardcopy of DCs/proof of delivery + PO. 3. Provide copies of invoices if available. 4. This entire set to be sent by way of hard copy to Ashaiya.

Prepared by	Sign	Date	Project manager	Sign	Date
K. Tulasi Rani		06/5/22	K. Purshotham		20/05/22

Data required from accounts:			
☐	Checked with E&D for receipt of bills.		
☐	Bills not received against this PO.		
☐	Part bill received against this PO.	Bill nos.	
☑	All bills received against this PO.		
☐	Advance paid against this PO.	Amount paid	
Remarks by Accountants:			

Notes: 1. Pos issued for false ceiling and such works may have been processed by E&D. Check before filling the above.

Prepared by	Sign	Date	Accounts manager (approval required for PO more than 10k)	Sign	Date
Ramesh		10/8/22			

Advice by MD - action to be taken by purchase:			
☐	Get certified bill from supplier (not original).		
☐	Prepare bill in SSLLP for material supplied.		
☐	Get proof of delivery from site.		
☐	Barcoded PO missing – get certified copy from Accounts.		
☐	Thereafter, prepare advice to credit to supplier and send to HO for processing.		
☐	Close PO	☑	Keep PO open. Material awaited
☐	Send barcoded PO to MDs desk. PO to be closed thereafter.		
☐	Accounts to be reconciled with supplier. Suppliers ledger required from 1.4.2021.		
☐	Accounts to be reconciled with supplier. Suppliers ledger required from 1.4.2020.		
☐	RMC supplier – suppliers ledger required from 1.4.2020. Process bill after thoroughly checking both the ledgers and all pour reports. Pour reports from day one to be thoroughly checked with Pos/Bills. Thereafter, prepare advice to credit to supplier and send to HO for processing. Close all open POs.		
☐	E&D to check receipt of bill and enter comments below.		
☐	Details of material supplied and balance material to be supplied is required.		
Remarks:			

Prepared by	Sign	Date

APPROVED BY
13 MAY 2022
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

 06-05-2022 16:12:29 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	**Doc No**	86799	184038
H.No. 1348, Pioneer Bazar, Bolarum, Secunderabad.	**Doc Date**	29-03-2022	
	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" - 03 nos*	12.00	520.00	0.00	18.00	7,363.20
3	2443 - Carpentry - windows - UPVC Openable window - 2ft X 4ft - Sft *23.50" x 47.50" - 07 nos*	56.00	485.00	0.00	18.00	32,048.80
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
				Total Order Value . . .		**103,229.35**

Rupees : One Lakh(s) Three Thousand Two Hundred Twenty Nine 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
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. 10,323/- 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. 125.
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 must be sent to HO office or purchase site office. Proof of delivery/DC can be sent by email.'

For ***Silver Oak Villas LLP*** Accepted the above Terms And Conditions

Authorised Signatory For ***Mr. M. Sudarshan***

Name : ____________ Name : ____________ Date : __/__/____

Estimate/Draft PO

 26-03-2022 14:14:03

86799
16.03.22 2:13:35

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**	86799	184038
H.No. 1348, Pioneer Bazar, Bolarum, Secunderabad.	**Doc Date**	26-03-2022	
	Quote No	Nil	
GSTIN 36BBIPM8347N1ZW	**Quote Date**	09-03-2022	
9849102251	**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" - 03 nos*	12.00	520.00	0.00	18.00	7,363.20
3	2443 - Carpentry - windows - UPVC Openable window - 2ft X 4ft - Sft *23.50" x 47.50" - 07 nos*	56.00	485.00	0.00	18.00	32,048.80
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
					Total Order Value . . .	**103,229.35**

Rupees : One Lakh(s) Three Thousand Two Hundred Twenty Nine 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
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. 10,323/- 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. 125.
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 MDs APPROVAL
- [x] ~~High Value/quantity beyond limits.~~
- [ ] Po/Req. processed-post approval.
- [ ] Approval for technical details/clarification
- [ ] Replenishing SSLLP stock
- [ ] Other

APPROVED BY
28 MAR 2022
SOHAM MODI
MANAGING DIRECTOR

For *Silver Oak Villas LLP*

Authorised Signatory

T.D [signature] 26/3/22

Accepted the above Terms And Conditions

For *Mr. M. Sudarshan*

Name : ____________ Name : ____________ Date : __/__/____

Estimate/Draft PO

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

Accepted the above Terms And Conditions

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

Name : ____________________

Name : ____________________

Date : __/__/____

Requisition Form - UPVCWindows

Company	SOV LLP	Site&Phase	SOV-III
Req. no.	**184038**	Req. Date	24-03-2022
Material required before	30-03-2022	ID no.	74988
Prepared by:	G.chandra kanth	Approved by (sign):	
Flat / Block no:	**V.no 125**		
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	2		-	2	-	2		
3	Openable Windows (Ven) 2' x 2'	No's	3	-	-	3		3		
4	Openable Windows (Ven) 2' x 4'	No's	7	-	-	7	-	7		
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	2	-	-	2	-	2		
	Total		18					18		

86799

APPROVED BY
28 MAR 2022
SOHAM MODI
MANAGING DIRECTOR