

PURCHASE DIVISION
Advice for approval for credit to supplier



Date: 30/05/22		Prepared by: Ranya		Serial no. : 4675	
Supplier name: M/s. Leela Steel Railing Fu		Project: SOV-III		HO inward no.	
Firm/Company: SOV LLP		PO/WO No. 86757		HO received date	
PO/WO date: 6/05/22		Scan ID.			

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	067	06/05/22	67,732/-	☒ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges): 67,732		
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: 67,732		
Amount E – PO / WO value: 99,120/-		
Amount F – Difference (A – E): 31,388/-		
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 Bill		

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Ranya				
Sign:		31 MAY 2022			
Date	30/05/22	MINISH PARIKH			
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 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 LLPInvoice No. **067**Date : 6 May 2022Delivery Note : 184045

Made of Payment :

Buyers Order No. : 8675Date : 6 May - 2022

Despatched Through:

Destination :

GST No. : 36ADBPS3288A227

Sl. No.	Description of Goods	HSN Code	Qty	Rate	Amount Rs. Ps.
	S.S. Railing. V. NO. 101,104,126,127	7306	164	350	57,400



GST No. : 36CRBPB0826R1ZO

Gross Value

57400

Rupees in words: Sixty seven

Add CGST 9 %

5166

Handed over to Anand

Add SGST 9 %

5166

Third & two Rupees only

Add IGST %

Terms & Conditions

GRAND TOTAL

67732

1. Our risk and responsibility ceases on delivery of goods and we are not responsible for damages, shortages or theft in transit.

2. 27% Intrest will be charged on bills remaining unpaid after due date

3. Payments within.....days.

For LEELA STEEL RAILING & FURNITURE

Proprietor

M. S. IRELA STEEL ROLLING & FABRICATION

Unit: All India Steel Rolling & Fabrication Co. Ltd.
 Main Office: 1-2-3, Industrial Estate, Hyderabad-500 015
 Branch Office: 1-2-3, Industrial Estate, Hyderabad-500 015

Sl. No. 1
 Invoice No. 105802950
 Date 10/10/2020
 Description of Goods: 10mm thick steel plate
 Quantity: 1000 kg
 Price: 35000/-

GST No. 36CBP0000000000

Sl. No.	Description of Goods	Qty	Rate	Amount
1	10mm thick steel plate	1000	35000	3500000



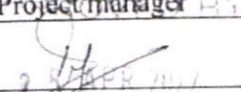
Grand Total	3500000
Net Total	3500000
IGST	350000
Total	3850000

INSTALLATION REPORT

Company/ firm:	Sor LLP	Requisition nos.:	184045
Project:	Sor-W	PO no.:	86757
Supplier:	Mohan Ram	Material type:	S.S Railing

Details of installation:

Sl. No.	Date of installation	Unit no.	Material details	Size	Qty
1.	15/04/22	101	S.S Railing	40 Rft	1 NO'S
2.	15/04/22	104	S.S Railing	40 Rft	1 NO'S
3.	18/04/22	126	S.S Railing	42 Rft	1 NO'S
4.	18/04/22	129	S.S Railing	42 Rft	1 NO'S
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
Total:					4 NO'S
Remarks:					

Approved by	Project manager	Security	Admin (Audit)
			

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 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.

Form for closure of purchase order

Data required from site/engineers:						
PO no.:	86757	PO date:	25/03/22	Req. no.:	184045	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	(Signature)	06/5/22	K. Ravi	(Signature)	08/03/22	
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	
Ramish	(Signature)	10/5/22				
Advice by MD - action to be taken by purchase:						
☐	Get certified bill from supplier (not original).					
☐	Prepare bill in SSLP 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		



1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100.

Purchase Order

Page(s) 1 Of 1

25-03-2022 13:57:43



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. Mohan Ram
H.no. 1-5-42/1, Indra Nagar, Venkateshwara Temple, Secunderabad - 03.

GSTIN 36CRBPB0826R1Z0

8125765219

| | | |
|-------------------|-------------------------|--------|
| Doc No | 86757 | 184045 |
| Doc Date | 25-03-2022 | |
| Quote No | Nil | |
| Quote Date | 23-12-2021 | |
| 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
3' | 240.00 | 350.00 | 0.00 | 18.00 | 99,120.00 |
| Total Order Value . . . | | | | | 99,120.00 |

Rupees : Ninty Nine Thousand One Hundred Twenty Only.

Terms and Conditions :-

| | |
|------------------------------|--|
| Specification / Brand | Quality & Specifications of works shall be as per given in the quotation. SS Pipe - Jindal make & Glass - Saint Gobain/Modi Guard.Prices shall remain fixed(Subject to change in GST) for a period of 6months. |
| Payment Terms | 10% as advance & balance on delivery of material and receipt of invoice. Advance paid to be proportionately deducted. |
| Tax | All taxes included in above price. |
| Delivery Date | Material delivered. |
| Delivery Location | Silver Oak Villas Part III
Sy .No.11,12,14,15,16,17,18 , 294
Phone. 0 |
| Penalty For Delay | Bill 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 bill. |
| Transportation Cost | Included in the above price. |
| Warranty | 5years replacement guarantee on all hardware installed. Hardware material should be branded. |
| Advance Paid | Nil |
| Other Terms | We reserve the right to reject items not conforming to quality and specifications. Breakage if any in your a/c. Above order for V.no. 101,104,126 & 127 purpose. Ftg charges including in above price. |
| Completion Date | Work completed. |
| Measurment | Payment will be made as per actual measurement of material received at site. |
| Security | Supplier shall be responsible for security and storage of material at site. |
| 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

Accepted the above Terms And Conditions

For **Mr. Mohan Ram**

Name : _____

Name : _____

Date : __/__/__

Requisition Form

| Company Name: | | Silver Oak Villas LLP-III | | Date: | | 24-03-2022 | |
|-------------------------------------|-------------|---------------------------|----------|--------------|-----------|------------|-------|
| Site & Phase : | | Silver Oak Villas-III | | Time: | | 15.00 | |
| Supplier | | | | Req. No. | | 184045 | |
| Material required before date: | | | urgent | | ID No. | | 74968 |
| No | Description | Size | Quantity | Units | Inward No | Date | |
| 1 | SS Railing | 60 rft | 4 | Nos | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |
| 5 | | | | | | | |
| 6 | | | | | | | |
| 7 | | | | | | | |
| 8 | | | | | | | |
| 9 | | | | | | | |
| 10 | | | | | | | |
| Remarks: - For V no 101,104,126,127 | | | | | | | |
| Prepared By | | G.chandra kanth | | Approved by | | | |
| Sign.& Date | | 24-03-2022 | | Sign. & Date | | | |

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

100

100

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