6

# PURCHASE DIVISION
Advice for approval for credit to supplier

| | | | | | |
|---|---|---|---|---|---|
| Date: | 10/06/22 | Prepared by | Vanajakshi | Serial no. | 4994 |
| Supplier name | Rainbow UPVC doors & windows | | | HO inward no. | |
| Firm/Company | SOV HP | Project | SOV-III | HO received date | |
| PO/WO date | 12/5/22 | PO/WO No. | 88206 | Scan ID. | |

| Sl no. | Bill no. | Bill date | Bill amount | Original attached |
|---|---|---|---|---|
| 1. | GST-11-2022/2023 | 6/06/22 | 1,04,291.35 | ☑ Yes □ No |
| 2. | | | | □ Yes □ No |
| 3. | | | / | □ Yes □ No |
| 4. | | | | □ Yes □ No |

| | |
|---|---|
| Amount A – Bills total (Excluding Transport & Hamali Charges): | 1,04,291.35 |
| 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: | 1,04,291.35 |
| Amount E – PO / WO value: | 1,00,751.35 |
| Amount F – Difference (A – E): | 3,540/- |
| 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 | 20/06/22 |
| Remarks: | Rate Difference in Item number: 01 |

| Approved by | Purchase Officer | Purchase Manager | M D | Accountant | Accounts Manager |
|---|---|---|---|---|---|
| Name: | Vanajakshi | Prabhakar | | | |
| Sign: | [signature] | APPROVED [signature] | | | |
| Date | 10/06/22 | 11 JUN 2022 | | | |
| Approval limit | Upto 20k | Above 20k P. PRABHAKAR | 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.

RAINBOW
UPVC DOORS AND WINDOWS

# RAINBOW UPVC DOORS AND WINDOWS

Plot No. 8A, I D A, Patancheru, Sangareddy Dist
Tel.+91 9100007123 email: rainbowupvc2018@gmail.com
GSTIN : 36AAXFR3365G1ZN

## TAX INVOICE

| | |
|---|---|
| Invoice No: GST-11- 2022/2023<br>DATE : 06-06-2022<br><br>Delivery Location:<br>Silver Oak Villas Part III | To<br>Silver Oak Villas LLP<br>5-4-187/3&4,II nd floor, MG Road,<br>Secunderabad-500003<br>GSTIN : 36ADBFS3288A2Z7<br>PO No: 88206 Dated: 12-05-2022 |

| S.NO | HSN CODE | DESCRIPTION OF GOODS | QTY | SFT | RATE | AMOUNT |
|---|---|---|---|---|---|---|
| 1 | 39252000 | 2429-Carpentry-Windows-UPVC Sliding Windows-2.5 track -with mesh -6ft x 4ft -sft | 5 | 120 | 340.00 | 40,800.00 |
| 2 | 39252000 | 2450-Carpentry-Windows-UPVC Ventilator -2ft x2ft -sft-openble Top Hung | 3 | 12 | 515.00 | 6,180.00 |
| 3 | 39252000 | 2443-Carpentry-Windows-UPVC Openble Windows-2ft x 4ft -sft | 7 | 56 | 490.00 | 27,440.00 |
| 4 | 39252000 | 2428-Carpentry-Windows-UPVC Windows-NA-Sft-2.5 Track Sliding-41.50" x 35.50" | 1 | 11 | 385.00 | 4,042.50 |
| 5 | 39252000 | 2452-Carpentry-Windows-UPVC Fixed Window-4ft x 4ft-sft | 2 | 32 | 310.00 | 9,920.00 |
| | | | | | | - |
| | | | | | | - |
| | | | | | | - |
| | | | | | | - |
| | | | | | | - |

| | | | | |
|---|---|---|---|---|
| Ac/No : 919020007284349 | SUB TOTAL | | | 88,382.50 |
| Bank : AXIS BANK,PATANCHERU BRANCH. | Forwarding | | | 0.00 |
| IFSC : UTIB 0000687 | CGST | | 9% | 7954.43 |
| | SGST | | 9% | 7954.43 |
| | IGST | 0.00% | | 0.00 |
| | Round Off | | | 0.00 |
| Total: Rupees One Lakh Seven Hundred and Fifty One and Paise Thirty Five Only. | | | | 1,04,291.35 |

| | |
|---|---|
| Received<br><br><br>Signature with seal | For RAINBOW UPVC DOORS AND WINDOWS<br><br>Rainbow UPVC Doors And Windows<br><br>Authorized Signatory |

SUMMIT SALES LLP
IN WARD
No: 95241
Date: 6/6/22
Sign:
R.R. DIST.

# Purchase Order

 12-05-2022 15:32:32

88206
27.04.22 12:24:12

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** | | | |
|---|---|---|---|
| Rainbow UPVC Doors and Windows | **Doc No** | 88206 | 184156 |
| Plot no. 8A, IDA, Patancheru, Sangareddy Dist. | **Doc Date** | 12-05-2022 | |
| | **Quote No** | Nil | |
| **GSTIN** 36AAXFR3365G1ZN | **Quote Date** | 09-03-2022 | |
| 9100007123 | **SupplyType** | Supply And Installation | |

**Kind Attn : Mr. Shiva Kumar**

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<br>*71.50" x 47.50" - 05 nos* | 120.00 | 315.00 | 0.00 | 18.00 | 44,604.00 |
| 2 | 2450 - Carpentry - windows - UPVC Ventilator - 2ft x 2ft - Sft<br>*Openable - Top Hung - 23.50" x 23.50" - 03 nos* | 12.00 | 515.00 | 0.00 | 18.00 | 7,292.40 |
| 3 | 2443 - Carpentry - windows - UPVC Openable window - 2ft X 4ft - Sft<br>*23.50" x 47.50" - 07 nos* | 56.00 | 490.00 | 0.00 | 18.00 | 32,379.20 |
| 4 | 2428 - Carpentry - windows - UPVC window - NA - Sft<br>*2.5 Track - sliding - 41.50" x 35.50" - 01 nos* | 10.50 | 385.00 | 0.00 | 18.00 | 4,770.15 |
| 5 | 2452 - Carpentry - windows - UPVC Fixed window - 4ft x 4ft - Sft<br>*47.50" x 47.50 - 02 no* | 32.00 | 310.00 | 0.00 | 18.00 | 11,705.60 |
| | | | | | **Total Order Value . . .** | **100,751.35** |

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

Terms and Conditions :-

| | |
|---|---|
| **Specification / Brand** | As per details given in the quotation dt. 28/04/2022. |
| **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<br>Sy .No.11,12,14,15,16,17,18 , 294<br>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. 10,075/- to be pay vide cheque no. , dtd. |
| **Other Terms** | Payment will be made only after inspection of material.Above material for V.No-123. |
| **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 MDs APPROVAL
☐ High Value/quantity beyond limits.
☑ Po/Req. processed-post approval.
☐ Approval for technical details/clarification
☐ Replenishing SSLLP stock
☐ Other

APPROVED BY
13 MAY 2022
SOHAM MODI
MANAGING DIRECTOR

For *Silver Oak Villas LLP*
Authorised Signatory
12/05/2022
Name :

Name :

Accepted the above Terms And Conditions
For *Rainbow UPVC Doors and Windows*

Date : __/__/____

# Requisition Form - UPVCWindows

| | | | |
|---|---|---|---|
| Company | SOV LLP | Site&Phase | SOV-III |
| Req. no. | **184156** | Req. Date | 05-05-2022 |
| Material required before | 15-05-2022 | ID no. | 76204 |
| Prepared by: | G.chandra kanth | Approved by (sign): | |
| Flat / Block no: | **V.no 123** | | |
| 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 | 5 | | - | 5 | - | 5 | | |
| 2 | (2.5 Track) Sliding Window without mesh 6' x 4' | No's | - | | - | - | - | - | | |
| 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 With 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 | | |

Po
88206

APPROVED
12 MAY 2022
MINISH PARIKH
MANAGER PROCUREMENT

# INSTALLATION REPORT

| | | | |
|---|---|---|---|
| Company firm: | SGV LLP | Requisition nos.: | 184156 |
| Project | SGV-III | PO no.: | 83206 |
| Supplier: | Rainbow | Material type: | UPVC windows |

Details of installation:

| Sl. No. | Date of installation | Unit no. | Material details | Size | Qty |
|---|---|---|---|---|---|
| 1. | 06/6/22 | 123 | UPVC sliding windows | 6'x4' | 5 |
| 2. | " | " | UPVC ventilator | 2'x2' | 3 |
| 3. | " | " | UPVC openable windows | 2'x4' | 7 |
| 4. | " | " | UPVC windows sliding | 3.45x3' | 1 |
| 5. | " | " | UPVC fixed windows | 4'x4' | 2 |
| 6. | | | | | |
| 7. | | | | | |
| 8. | | | | | |
| 9. | | | | | |
| 10. | | | | | |
| 11. | | | | | |
| 12. | | | | | |
| 13. | | | | | |
| 14. | | | | | |
| 15. | | | | | |
| | | | | Total: | 18 NOS |

Remarks:

| Approved by | APPROVED BY<br>Project manager<br>18 JUN 2022<br>K. PURSHOTHAM<br>Project Manager [illegible] | Security | Admin (Audit) |
|---|---|---|---|

Note: 1. Report to be sent of [illegible] completion report must be sent once a month. 3. [illegible] installation of windows, french windows, balcony, staircase railing, fire doors and such materials where PO for material [illegible] exclude false ceiling, painting, water proofing where. Advice for giving credit to contractor supplier form is being set [illegible] more reports can be made per PO. Avoid multiple Pos in one report. 5. Provide report on defaults, poor quality, missing items [illegible] to be provided regularly. However must be provided within one working day of request from purchase.