PURCHASE DIVISION
Advice for approval for credit to supplier 6

Date:	7/7/22	Prepared by	Vanajakshi	Serial no.	5948
Supplier name	M. Sudharshan			HO inward no.	
Firm/Company	SOVLLP	Project	SOV-III	HO received date	
PO/WO date	23/4/22	PO/WO No.	87672	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	186	20/06/22	95,790.63	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	95,790.63
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report ☑ Installation report	

MRN nos.:	Installation Report attached	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:	95,790.63
Amount E – PO / WO value:	95,790.63
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	11/07/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Vanajakshi	Prabhakar			
Sign:	[signature]	[signature] APPROVED			
Date	7/7/22	07 JUL 2022			
Approval limit	Upto 20k	Above 20k P. PRABHAKAR SR. MANAGER PURCHASE	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 Villa's LLP
5-4-187/3&4 II Floor M.G Road Sc-bad
GST No 36 ADBFS 3288 A2 Z7

Bill No. 186 Date : 20-6-22
D.C No. 11 Date :
Order No. 87672 Date :

Sl No	PARTICULARS	HSN CODE	FOR SIZE	QTY	FOR SFT	Amount Rs.	Ps.
	UPVC Windows						
1	6'-0 x 4'-0 x 6 NOS	39252000		SFT 144-0	335=00	48240	00
2	2'-0 x 2'-0 x 3 NOS	4		12-0	520=00	6240	00
3	2'-0 x 4'-0 x 4 NOS	4		32-0	485=00	15520	00
4	3'-6 x 3'-0 x 1 NO			10-5	390=00	4095	00
5	4'-0 x 4'-0 x 1 NO FIX			16-0	236=00	3776	00
6	4'-0 x ~~3~~'-6" x 1 NO			10-5	315=00	3307	50
	VNO 135						
		SUB TOTAL				81178	50
		SGST %		9		7306	06
		CGST %		9		7306	06
		IGST %					
		GRAND TOTAL				95790	63

Rupees In Words : Ninety Five thousand Seven hundred Ninety and Sixty Three 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
IN WARD
No: 95757
Date: 21/6/22
Sign:
R.R. DIST.

For **M. SUDARSHAN**

Sudarshan

Signature

TAX INVOICE

Cell : 984810225

M. SUDARSHAN

FABRICATION OF ALUMINIUM PARTITIONS DOORS, WINDOWS & INTERIOR WORKS

D.No. 1-248, Prakash Bazar, Bollaram, Secunderabad

Email : sudarshan@yahoo.com

GSTIN No. 36BBRPM8547M1ZW

Name : Silver Oak Villas LLP
5-4-187/3&4 II Floor M.G Road Sec-bad
GST No 36 ADRFS 3285 A2 Z7

Bill No. 180   Date : 20-6-22

Order No. 27672

Sl No	PARTICULARS	HSN CODE	FOR SIZE	QTY	RATE Rs	Amount Rs	Ps
	UPVC Windows						
1	6'-0 x 4'-0 x 6 nos	39252000		144-0 SFT	315=00	45360	00
2	2'-0 x 2'-0 x 3 nos	"		12-0	760=00	9120	00
3	2'-0 x 4'-0 x 4 nos	"		32-0	485=00	15520	00
4	3'-6 x 3'-0 x 1 no			10-5	390=00	4095	00
5	4'-0 x 4'-0 x 1 no Fix			16-0	236=00	3776	00
6	4'-0 x 2'-6" x 1 no			10-5	315=00	3307	50
	UPVC 135						
	SUB TOTAL					81178	50
	CGST			9 %		7306	06
	SGST			9 %		7306	06
	IGST			%			
	GRAND TOTAL					95790	63

Rupees in Words : Ninety Five Thousand Seven Hundred Ninety and Sixty Three Paisa only

TERMS & CONDITIONS :

1. Goods once sold will not be taken back and no claims for shortage or damage will be entertained.
2. Cheque dishonour Rs. 500/- Extra.
3. Our responsibility ceases as soon as goods are handed over to the carrier.
4. Subject to Secunderabad Jurisdiction Only.

For M. SUDARSHAN

Sudarshan

Signature

Purchase Order

26-04-2022 2:22:37 PM

87672

20.04.22 3:07:37

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.

9849102251

Doc No	87672	184108
Doc Date	23-04-2022	
Quote No	Nil	
Quote Date	09-03-2022	
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" - 06 nos*	144.00	335.00	0.00	18.00	56,923.20
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" - 04 nos*	32.00	485.00	0.00	18.00	18,313.60
4	2428 - Carpentry - windows - UPVC window - NA - Sft *2.5 Track - sliding - 41.50" x 35.50" - 01 nos*	10.50	390.00	0.00	18.00	4,832.10
5	2452 - Carpentry - windows - UPVC Fixed window - 4ft x 4ft - Sft *47.50" x 47.50 - 01 no*	16.00	236.00	0.00	18.00	4,455.68
6	2428 - Carpentry - windows - UPVC window - NA - Sft *41.50" X 35.50"-01 no*	10.50	315.00	0.00	18.00	3,902.85

Total Order Value . . . 95,790.63

Rupees : Ninty Five Thousand Seven Hundred Ninty and Paise Sixty Three 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. 47,896/- 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.135 work purpose.
Completion Date	Work to be completed within 2 working days. Penalty of 5% of order value per week shall be levied for delay.

For *Silver Oak Villas LLP*

Authorised Signatory

26/04/2022

Name : ____________

Accepted the above Terms And Conditions

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

Name : ____________

Date : __/__/____

Purchase Order

26-04-2022 2:22:37 PM

Original / Office Copy / Purchase Div.Copy

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*

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.	**184108**		Req. Date	22-04-2022
Material required before	30-04-2022		ID no.	75834
Prepared by:	G.chandra kanth		Approved by (sign):	
Flat / Block no:	**V.no 135**			
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	6		-	6	-	6	✓	
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	4	-	-	4	-	4	✓	
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	1	-	-	1	-	1		
8	Fixed Window 4'X4'	No's	1	-	-	1	-	1	✓	
	Total		16					16		

Estimate 87672.

23/04/22

APPROVED BY
25 APR 2022
SOHAM MODI
MANAGING DIRECTOR

INSTALLATION REPORT

Company/ firm:	SOVLLP	Requisition nos.:	184108
Project:	SOV-III	PO no.:	87672
Supplier:	M.Sudharshan	Material type:	UPVC windows

Details of installation:

Sl. No.	Date of installation	Unit no.	Material details	Size	Qty
1.	18/6/22	135	UPVC sliding windows	6x4	6 NO'S
2.	"	"	UPVC ventilators	2x2	3 NO'S
3.	"	"	" openable windows	2x4	4 NO'S
4.	"	"	" sliding window	3.5x3	1 NO.
5.	"	"	" fixed window	4x4	1 NO
6.	"	"	UPVC window	3.5x3	1 NO
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
				Total:	16 NO'S

Remarks:

Approved by	Project manager	Security	Admin (Audit)
	APPROVED BY 21 JUN 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, waterproofing 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.:	87672	PO date	23/4/22	Req no.	184108	Advice Scan ID	

MRN nos. related to PO 108674

- ☐ 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 [illegible] attachments. 2. Provide hardcopy [illegible] proof of delivery [illegible] PO. 3. Provide copies of invoices if available. 4. This entire set to be sent by way of hand copy to Acharya.

Prepared by	Sign	Date	Project manager	Sign	Date
K. Tulasi Rani		21/6/22	K. Purshotham		21/6/22

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 POs more than 10k)	Sign	Date

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