6

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	14/07/22	Prepared by	Vanajashri	Serial no.	6091
Supplier name	M. Sudharshan			HO inward no.	
Firm/Company	SOVLLP	Project	SOV-N1	HO received date	
PO/WO date	1/06/22	PO/WO No.	88857	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	189	5/7/22	99,501/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	99,501/-
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:	99,501/-
Amount E – PO / WO value:	97,359/-
Amount F – Difference (A – E):	2,142/-
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	18/07/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Vanajashri	APPROVED			
Sign:					
Date	14/07/22	16 JUL 2022			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

P. PRABHAKAR
Sr. MANAGER PURCHASE

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 S-bad
GST No 36 ADBFS 3288 A2Z7

Bill No. 189 Date : 5-7-22
D.C No. 12 Date :
Order No. 88857 Date :

Sl No	PARTICULARS	HSN CODE	FOR SIZE	QTY	FOR SFT	Amount Rs.	Ps.
	UPVC Sliding Window			SFT			
1	6'-0 x 4'-0 — 5Nos	3326		120-0	335=00	40200	00
2	2'-0 x 2'-0 — 3Nos	"		12-0	520=00	6240	00
3	2'-0 x 4'-0 — 6 Nos	"		48-0	485=00	23280	00
4	3'-6 x 3'-0 — 1 NO	"		10.5	385=00	4042	50
5	4'-0 x 4'-0 — 2Nos	"		32-0	330=00	10560	00
	VNO 108						

Rupees In Words : Ninty Nine thousand Five hundred and Fifty Five Paise only	SUB TOTAL			84322	50
	SGST %	9		7589	025
	CGST %	9		7589	025
	IGST %				
	GRAND TOTAL			99500	55

TERMS & CONDITIONS :

1. Goods once sold wiil 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: 96326 Date: 7/7/22 Sign:

For **M. SUDARSHAN**

Sudarshan

Signature

Requisition Form - UPVCWindows			
Company	SOV LLP	Site&Phase	SOV-III
Req. no.	**184216**	Req. Date	30-05-2022
Material required before	10-05-2022	ID no.	76889
Prepared by:	G.chandra kanth	Approved by (sign):	
Flat / Block no:	**V.no 108**		
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
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	6	-	-	6	-	6	
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	1	-	-	1	-	1	
7	Fixed Window 3.6"X3'	No's	-	-	-	-	-	-	
8	Fixed Window 4'X4'	No's	1	-	-	1	-	1	
	Total		17					17	

PO 88857

APPROVED BY
02 JUN 2022
SOHAM MODI
MANAGING DIRECTOR

APPROVED
01 JUN 2022
MINISH PARIKH
MANAGER PROCUREMENT

Purchase Order

01-06-2022 4:31:10 PM

88857

20.05.22 3:37:23

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.	**Doc No**	88857	184216
	Doc Date	01-06-2022	
	Quote No	Nil	
	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" - 05 nos*	120.00	335.00	0.00	18.00	47,436.00
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" - 06 nos*	48.00	485.00	0.00	18.00	27,470.40
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 *41.50" x 35.50 - 01 no-Fixed*	10.50	330.00	0.00	18.00	4,088.70
6	2452 - Carpentry - windows - UPVC Fixed window - 4ft x 4ft - Sft *47.50" X 47.50"-01 no*	16.00	330.00	0.00	18.00	6,230.40
					Total Order Value . . .	**97,358.85**

Rupees : Ninty Seven Thousand Three Hundred Fifty Eight and Paise Eighty Five Only.

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

Terms and Conditions :-

Specification / Brand	As per details given in the quotation dt. 09/03/2022.
Payment Terms	50% as advance & balance on delivery of materials and receipt of invoice.
Tax	All taxes included in above price.
Delivery Date	Within 4 days.
Delivery Location	Silver Oak Villas Part III.Contact Person Mr Purshottam-9502177288. 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.108 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.

APPROVED BY
02 JUN 2022
SOHAM MODI
MANAGING DIRECTOR

For ***Silver Oak Villas LLP***

Authorised Signatory

01/06/2022

Name :

Contact ..

Accepted the above Terms And Conditions

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

Name :

Date : __/__/____

Purchase Order

 01-06-2022 4:31:10 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 : __/__/____

Contact ..

INSTALLATION REPORT

Company/ firm:	SOVLLP	Requisition nos.:	184216
Project:	SOV-III	PO no.:	88857
Supplier:	M. Sudarshan	Material type:	UPVC windows

Details of installation:

Sl. No.	Date of installation	Unit no.	Material details	Size	Qty
1.	28/6/22	108	UPVC Sliding windows	6x4	5 No's
2.	"	"	UPVC ventilators	2x2	3 No's
3.	"	"	" openable window	2x4	6 No's
4.	"	"	" sliding window	3.45x3	1 No
5.	"	"	UPVC window fixed	3.45x3	1 No
6.	"	"	" fixed window	4x4	1 No
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
				Total:	17 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/ 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.