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PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	14/07/22	Prepared by	Vanajakshi	Serial no.	6092
Supplier name	M.Sudharshan			HO inward no.	
Firm/Company	SOVUP	Project	SOV-III	HO received date	
PO/WO date	3/6/22	PO/WO No.	88890	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	190	5/07/22	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:	Vanajakshi	Prabhakar			
Sign:	[signature]	[signature] APPROVED			
Date	14/07/22	16 JUL 2022 P. PRABHAKAR Sr. MANAGER			
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 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 Sec'bad GST No 36 ADBFS 3288 A2Z7	Bill No. 190 Date : 5-7-22 D.C No. 12 Date : Order No. 88890 Date :

Sl No	PARTICULARS	HSN CODE	FOR SIZE	QTY	FOR SFT	Amount Rs.	Ps.
1	UPVC Sliding Windows			SFT			
1	6'-0 x 4'-0 — 5 Nos	3326		120-0	335=00	40200	00
2	2'-0 x 2'-0 — 3 Nos			12-0	520=00	6240	00
3	2'-0 x 4'-0 — 6 Nos			48-0	485=00	~~23280~~ 23280	~~00~~ 00
4	3'-6 x 3'-0 — 1 No			10-5	385=00	4042	50
5	4'-0 x 4'-0 — 2 Nos			32-0	330=00	10560	00
	VNO 109						
		SUB TOTAL				84322	50
		SGST %		9		7589	025
		CGST %		9		7589	025
		IGST %					
		GRAND TOTAL				99500	55

Rupees In Words : Ninety Nine thousand Five hundred and Fifty Five 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.

For **M. SUDARSHAN**

Sudarshan

Signature

SUMMIT SALES LLP R.R. DIST. IN WARD No: 96327 Date: 7/7/22 Sign:

Purchase Order

 03-06-2022 14:29:11 Original

88890
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	**Doc No**	88890	184218
H.No. 1348, Pioneer Bazar, Bolarum, Secunderabad.	**Doc Date**	03-06-2022	
	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" - 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	2436 - Carpentry - windows - UPVC Sliding windows-2.5 track-without mesh - 4ft X 4ft - Sft *47.50" x 47.50 - 01 no*	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.

Terms and Conditions :-

APPROVED BY
03 JUN 2022
SOHAM MODI
MANAGING DIRECTOR

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

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 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. 48,680/- 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.109 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.
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***

03/06/2022

Name : ______ Name : ______ Date : __/__/____

88857.

Requisition Form - UPVCWindows									
Company	SOV LLP		Site&Phase	SOV-III					
Req. no.	184218		Req. Date	30-05-2022					
Material required before	10-05-2022		ID no.	76882					
Prepared by:	G.chandra kanth		Approved by (sign):						
Flat / Block no:	V.no 109								
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 88890.

03 JUN

INSTALLATION REPORT

Company/ firm:	SOV	Requisition nos.:	184218
Project:	SOV - III	PO no.:	88890
Supplier:	M. Sudharshan	Material type:	UPVC windows

Details of installation:

Sl. No.	Date of installation	Unit no.	Material details	Size	Qty
1.	28/6/22	109	UPVC Sliding windows	6x4	5 NOS
2.	"	"	" ventilator	2x2	3 NO'S
3.	"	"	" openable window	2x4	6 NO'S
4.	"	"	" sliding window	3.45x3	1 NO
5.	"	"	" fixed windows	4x4	1 NO
6.	"	"	" sliding 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.