PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	19/06/22	Prepared by	Ramya	Serial no.	6347
Supplier name	M/s. Leela Steel Railing & Fur			HO inward no.	
Firm/Company	SOV-III	Project	SOV-III	HO received date	
PO/WO date	01/06/22	PO/WO No.	88862	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	072	18/07/22	82,600/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	82,600/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 109800	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:	82.600/-
Amount E – PO / WO value:	82,600/-
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	28/07/22
Remarks:	Final Bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Ramya	[signature]			
Sign:	[signature]	APPROVED [signature]			
Date	19/07/22	24 JUN 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 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 villas LLP- 4th/3rd Floor M.G Raod Secunderabad.	Invoice No. 072	Date : 18/7/22
	Delivery Note :	Made of Payment :
	Buyers Order No. : 88862	Date : 1/6/22
GST No. : 36ADBFS3288A2Z7	Despatched Through:	Destination :

Sl. No.	Description of Goods	HSN Code	Qty	Rate	Amount Rs. Ps.
1)	S.S Railing Villa- ~~11, 12, 14 15, 16 17, 18,~~ ~~294,~~ 124, 125, 108, 117,	7306	200 RFt	350/-	70,000=00

INWARD
Inward No: 2436 Dt: 21/7/22
MRN No: 109800 Dt: 21/7/22
Received By: Sign:
(Silver Oak Villas-Part-III)

SUMMIT SALES LLP
IN WARD
No: 9624
Date: 18/7
Sign:
R.R. DIST.

GST No. : 36CRBPB0826R1ZO	Gross Value	70,000=00
Rupees in words: Eight Two Thasend Six Hunderd only	Add CGST 9 %	6300=00
	Add SGST 9 %	6300=00
	Add IGST %	—
	GRAND TOTAL	82,600=00

Terms & Conditions

1. Our risk and responsibilty ceases on delivery of goods and we are not respondible for damages, shortages or theft in transist.
2. 27% Intrest will be charged on bills remaining unpaid after due date
3. Payments within.......................days.

For LEELA STEEL RAILING & FURNITURE

Proprietor

Purchase Order

88862
20.05.22 3:37:23

Page(s) 1 of 1 01-06-2022 4:31:10 PM

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	**Doc No**	88862	184221
H.no. 1-5-42/1, Indra Nagar, Venkateshwara Temple, Secunderabad - 03.	**Doc Date**	01-06-2022	
	Quote No	NIL	
	Quote Date	06-04-2022	
8125765219	**SupplyType**	Supply	

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 *50 RFT-04 Nos*	200.00	350.00	0.00	18.00	82,600.00
					Total Order Value . . .	**82,600.00**

Rupees : Eighty Two Thousand Six Hundred 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	50% as advance & balance 50% after delivery of all materials & completion of the work.
Tax	All taxes included in above price.
Delivery Date	Within 2days.
Delivery Location	Silver Oak Villas Part III Sy .No.11,12,14,15,16,17,18 , 294 Phone. 0
Penality For Delay	Bill 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 bill.
Transportation Cost	Included in the above price.
Warranty	5years replacement guarantee on all hardware installed. Hardware material should be branded.
Advance Paid	Rs. 41,300/- to be pay vide cheque no. dt.06/06/2022.
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-124,125,108,117 purpose. Fttg charges including in above price.
Completion Date	Work shall be completed in 2days. Penalty of 5% of order value per week shall be levied for delay.
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 MDs APPROVAL
☐ High Value/quantity beyond limits.
☑ Po/Req. processed-post approval.
☐ Approval for technical details/clarification
☐ Replenishing SSLLP stock
☐ Other

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. Mohan Ram*
Name :

Date : __/__/____

Requisition Form

Company Name:	Silver Oak Villas LLP-III	Date:	31-05-2022
Site & Phase :	Silver Oak Villas-III	Time:	15.00
Supplier		Req. No.	184221
Material required before date:	05-06-2022	ID No.	76923

No	Description	Size	Quantity	Units	Inward No	Date
1	SS Railing	50 rft	4	Nos		
2						
3						
4						
5	PO 88862					
6						
7						
8						
9						
10						

Remarks: - For V no 124,125,108,117

APPROVED 01 JUN 2022 MINISH PARIKH MANAGER PROCUREMENT

Prepared By	G.chandra kanth	Approved by	
Sign.& Date	31-05-2022	Sign. & Date	

APPROVED BY 02 JUN 2022 SOHAM MODI MANAGING DIRECTOR

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