PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	19/07/22	Prepared by	Ramya	Serial no.	6348
Supplier name	M/s. Leela Steel Railing & fur			HO inward no.	
Firm/Company	SOV – III	Project	SOV – III	HO received date	
PO/WO date	01/04/22	PO/WO No.	86932	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	075	18/07/22	90,860	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	90,860/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	109809	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:	90,860
Amount E – PO / WO value:	90,860
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	25/07/22
Remarks:	final Bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Ramya	[signature]			
Sign:	[signature]	[signature] APPROVED			
Date	19/07/22	24 JUN 2022			
Approval limit	Upto 20k	Above 20k P. PRABHAKAR 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. IInd Floor M.G Road. Secunderabad. GST No. 36ADBFS3288A2Z7	Invoice No. 075	Date : 18/7/22
	Delivery Note :	Made of Payment :
	Buyers Order No. 86932	Date : 1/4/22
	Despatched Through:	Destination :

Sl. No.	Description of Goods	HSN Code	Qty	Rate	Amount Rs. Ps.
1)	S.S Railing. Vill No- 116, 114, 131, 132,	7306	220 RFt	350	77000=00

INWARD

Inward No: 2439	Dt: 21/7/22
MRN No: 109803	Dt: 21/7/22
Received By:	Sign:

(Silver Oak Villas-Part-III)

SUMMIT SALES LLP * R.R. DIST. * IN WARD No. 96742 Date 18/7 Sign. 87

GST No. : 36CRBPB0826R1ZO	Gross Value		77000=00
Rupees in words: Ninety thousand Eight Hundred Sixty only	Add CGST	9 %	6930=00
	Add SGST	9 %	6930=00
	Add IGST	%	-
	GRAND TOTAL		90,860=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

 01-04-2022 16:55:33

86932
16.03.22 2:13:38

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 H.no. 1-5-42/1, Indra Nagar, Venkateshwara Temple, Secunderabad - 03.	**Doc No**	86932	184057
	Doc Date	01-04-2022	
GSTIN 36CRBPB0826R1Z0	**Quote No**	Nil	
8125765219	**Quote Date**	23-12-2021	
	SupplyType	Supply And Installation	

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 *3'*	220.00	350.00	0.00	18.00	90,860.00
					Total Order Value . . .	**90,860.00**

Rupees : Ninty Thousand Eight Hundred Sixty 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	10% as advance & balance on delivery of material and receipt of invoice. Advance paid to be proportionately deducted.
Tax	All taxes included in above price.
Delivery Date	Within 3days.
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. 9,086/- advance to be pay vide cheque no. , dt.
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. 116,114,131,132 purpose. Fttg charges including in above price.
Completion Date	Work shall be completed within 4days from the date of the work order.
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 *Silver Oak Villas LLP*

Authorised Signatory

Name : 04/04/2022

Accepted the above Terms And Conditions

For *Mr. Mohan Ram*

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	Silver Oak Villas LLP-III	Date:	30-03-2022
Site & Phase :	Silver Oak Villas-III	Time:	15.00
Supplier		Req. No.	184057
Material required before date:	urgent	ID No.	75150

No	Description	Size	Quantity	Units	Inward No	Date
1	SS Railing	55 rft	4	Nos		
2						
3						
4						
5						
6						
7	86932					
8						
9						
10						

Remarks: - For V no 116,114,131,132

Prepared By	G.chandra kanth	Approved by	APPROVED BY
Sign.& Date	30-03-2022	Sign. & Date	01 APR 2022 SOHAM MODI MANAGING DIRECTOR

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

For MDs APPROVAL

- ☑ High Value/quantity beyond limits.
- ☐ Po/Req. processed-post approval.
- ☐ Approval for technical details/clarification
- ☐ Replenishing SSLLP stock
- ☐ Other

T.D. [illegible]
31/3/22