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PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	19/07/22	Prepared by	Ramya	Serial no.	6349
Supplier name	M/s leela Steel Railing Ea[illegible]			HO inward no.	
Firm/Company	SOV - iii	Project	SOV - iii	HO received date	
PO/WO date	6/4/22	PO/WO No.	88123	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	074	18/07/22	61,950	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	61,950
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	109802	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:	61,950
Amount E – PO / WO value:	61,950
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]	APPROVED [signature]			
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- M/s Raus Secunderabad - 500003

GST No. 36ADBFS3288A2Z7

Invoice No. 074	Date : 18/7/2022
Delivery Note :	Made of Payment :
Buyers Order No. : 88/23	Date : 6/4/2022
Despatched Through: –	Destination : -

Sl. No.	Description of Goods	HSN Code	Qty	Rate	Amount Rs. Ps.
1)	S.S Railings Villa No- 133, 134, 135	7306	150 RFt	350	52500

INWARD
Inward No: 2438 Dt: 21/7/22
MRN No: 109802 Dt: 21/7/22
Received By: Sign:
(Silver Oak Villas-Part-III)

SUMMIT SALES LLP R.R. DIST.
IN WARD No: 96743 Date: 18/7 Sign:

GST No. : 36CRBPB0826R1ZO

Rupees in words: sixty one Thousand Nine Hundred fifty only –

Gross Value		52,500/-
Add CGST	9 %	4725
Add SGST	9 %	4725
Add IGST	%	-
GRAND TOTAL		61950/-

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

 10-05-2022 14:38:36

88123

27.04.22 12:24:12

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**	88123	184120
H.no. 1-5-42/1, Indra Nagar, Venkateshwara Temple, Secunderabad - 03.	**Doc Date**	10-05-2022	
	Quote No	NIL	
GSTIN 36CRBPB0826R1Z0	**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 *50RFT'-03Nos*	150.00	350.00	0.00	18.00	61,950.00
				Total Order Value . . .		**61,950.00**

Rupees : Sixty One Thousand Nine Hundred Fifty Only.

2ff Vs

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.Contact Person Mr Purshottam-9502177288. 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. 30,975/- to be pay vide cheque no. dt.16/05/2022.
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.133,134,135 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.'

APPROVED BY
11 MAY 2022
SOHAM MODI
MANAGING DIRECTOR

For MDs APPROVAL

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

For *Silver Oak Villas LLP*

Authorised Signatory

Name : 10/05/2022

Accepted the above Terms And Conditions

For *Mr. Mohan Ram*

Name : ____________________

Date : __/__/____

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PURCHASE DIVISION

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Remarks:	final Bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Ramya	[signature]			
Sign:	[signature]	APPROVED			
Date	19/07/22	2 4 JUN 2022			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

P. PRABHAKAR MANAGER-PURCHASE

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Requisition Form

Company Name:	Silver Oak Villas LLP-III	Date:	27-04-2022
Site & Phase :	Silver Oak Villas-III	Time:	15.00
Supplier		Req. No.	184120
Material required before date: urgent		ID No.	75982

No	Description	Size	Quantity	Units	Inward No	Date
1	SS Railing	50 rft	3	Nos		
2						
3						
4						
5	PO					
6	88123					
7			APPROVED			
8			10 MAY 2022			
9			MINISH PARIKH			
10			MANAGER PROCUREMENT			

Remarks: - For V no 133,134,135

Prepared By	G.chandra kanth	Approved by	
Sign.& Date	27-04-2022	Sign. & Date	

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