PURCHASE DIVISION
Advice for approval for credit to supplier

F

Date:	11/10/22	Prepared by	Ramya	Serial no.	9226
Supplier name	M/s leela steel Railing fur			HO inward no.	
Firm/Company	SOV LLP	Project	SOV iii	HO received date	
PO/WO date	01/6/22	PO/WO No.	88860	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	087	1/6/22	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.:		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	17/10/22
Remarks:	final Bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Ramya	Venu			
Sign:	R				
Date	11/10/22	12 OCT 2022			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED
12 OCT 2022
P. VENKATESHWARLU
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 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 Villis LLP m.G. Road, Secunderabad 500003	Invoice No. 087	Date : 1-6-2022
	Delivery Note :	Made of Payment :
	Buyers Order No. : 88860	Date : 6-04-2022
GST No. : 36ADBFS3288A2Z7	Despatched Through:	Destination :

Sl. No.	Description of Goods	HSN Code	Qty	Rate	Amount Rs. Ps.
1	S.S. Railing. V. 120, 121 122, 123	7306	200 Rft	350	70,000

INWARD
Inward No: 2344 Dt: 16/9/22
MRN No: Dt:
Received By: Sign:
(Silver Oak Villas-Part-III)

SUMMIT SALES LLP
IN WARD
No: 99151
Date: 17/9/22
Sign:
R.R. DIST.

GST No. : 36CRBPB0826R1ZO	Gross Value	70,000
Rupees in words: Eighty Two Thousand Six Hundred only.	Add CGST 9 %	6300
	Add SGST 9 %	6300
	Add IGST %	
	GRAND TOTAL	82600

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

मोहनराम

Proprietor

Purchase Order

  01-06-2022 4:31:10 PM

88860
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. Mohan Ram	**Doc No**	88860	184220
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-120,121,122,123 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

Name : 01/06/2022

Contact : -

Accepted the above Terms And Conditions
For *Mr. Mohan Ram*

Name : ____

Date : __/__/____

88125

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.	184220
Material required before date: 05-06-2022		ID No.	76924

No	Description	Size	Quantity	Units	Inward No	Date
1	SS Railing	50 rft	4	Nos		
2						
3						
4						
5	PO					
6	88860			APPROVED		
7						
8				01 JUN 2022		
9				MINISH PARIKH		
10				MANAGER PROCUREMENT		

Remarks: - For V no 120,121,122,123

Prepared By	G.chandra kanth	Approved by	APPROVED BY
Sign.& Date	31-05-2022	Sign. & Date	02 JUN 2022

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

SOHAM MODI
MANAGING DIRECTOR

INSTALLATION REPORT

Company/ firm:	SOVLLP	Requisition nos.:	184220
Project:	SOV – III	PO no.:	88860
Supplier:	Mr.Mohan Ram	Material type:	SS Railing

Details of installation:

Sl. No.	Date of installation	Unit no.	Material details	Size	Qty
1.	16/9/22	Villa 120	SS Railing	900Hmm	50 Rft
2.	"	121	"	900 Hmm	50 Rft
3.	"	122	"	900 Hmm	50 Rft
4.	"	123	"	900 Hmm	50 Rft
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
				Total:	200 Rft

Remarks:

APPROVED BY

	Project manager	Security	Admin (Audit)
Approved by	04 OCT 2022 K. PURSHOTHAM Project Manager (Silver Oak Villas Part-III)		

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.

SUMMIT SALES LLP
IN WARD
No: 83422
Date: 11/10/22
Sign:
R.R. DIST.

TAX INVOICE   Cell : 8125765219, 7075802950

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GST No. : 36ADBFS3288A2Z7	Despatched Through:	Destination :

Sl. No.	Description of Goods	HSN Code	Qty	Rate	Amount Rs. Ps.
1	S.S. Railing. V. 120, 121, 122, 123	7306	200 Rft	350	70,000

INWARD
Inward No. 2344 Dt: 16/9/22
MRN No. 11780 Dt: 16/9/22
Received By: Sign:
(Silver Oak Villas-Part-III)

GST No. : 36CRBPB0826R1ZO	Gross Value		70,000
Rupees in words: Eighty Two Thousand Six Hundred only.	Add CGST	9 %	6300
	Add SGST	9 %	6300
	Add IGST	%	
	GRAND TOTAL		82600

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For LEELA STEEL RAILING & FURNITURE

मोहनराम
Proprietor

SUMMIT SALES LLP
IN WARD
No: 83422
Date: 11/10/24
Sign:
R.R. DIST.