

PURCHASE DIVISION
Advice for approval for credit to supplier



Date: 11/10/22		Prepared by: Ranya		Serial no. 9226	
Supplier name: M/s Leela Steel Railing Fur				HO inward no.	
Firm/Company: SON LLP		Project: SON		HO received date	
PO/WO date: 01/10/22		PO/WO No. 88860		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	087	11/6/22	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
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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:	Ranya	Veeru			
Sign:					
Date	11/10/22	12 OCT 2022			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED

12 OCT 2022

P. VERU 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 Villas
LLP mob Road, Secunderabad
500003GST No. : 36ADBFS3288A2Z7

Invoice No.

087Date : 1-6-2022

Delivery Note :

Made of Payment :

Buyers Order No. : 88860Date : 6-04-2022

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 Rt.	350	70,000

INWARD	
Inward No: <u>2844</u>	Dt: <u>12/9/22</u>
MRN No:	Dt:
Received By:	Sign: <u>[Signature]</u>
(Silver Oak Villas-Part-III)	

GST No. : 36CRBPB0826R1ZO

Gross Value

70,000Rupees in words: Eighty Two Thousand
Six Hundred only.

Add CGST

9 %6300

Add SGST

9 %6300

Add IGST

%**Terms & Conditions**

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

GRAND TOTAL

82600**For LEELA STEEL RAILING & FURNITURE**

[Signature]
Proprietor

Purchase Order

Page(s) 1 Of 1

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
H.no. 1-5-42/1, Indra Nagar, Venkateshwara Temple, Secunderabad - 03.
8125765219

Doc No	88860	184220
Doc Date	01-06-2022	
Quote No	NIL	
Quote Date	06-04-2022	
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 6 months.

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 2 days.

Delivery Location Silver Oak Villas Part III
Sy .No.11,12,14,15,16,17,18 , 294
Phone. 0

Penalty For Delay Bill must be submitted to H.O. within 30 days of completion of work. 10% pty on value of order will be deducted for delay in submission of bill.

Transportation Cost Included in the above price.

Warranty 5 years 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 1 No-120,121,122,123 purpose. Ftg charges including in above price.
Work shall be completed in 2 days. Penalty of 5% of order value per week shall be levied for delay.

Completion Date

Measurement 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 limit.
- ☒ Po/Req. processed-post approval.
- ☒ Approval for technical details/clarification
- ☒ Replenishing SLLP stock
- ☐ Other

APPROVED BY
02 JUN 2022
SOMAN MOJJI
MANAGING DIRECTOR

For **Silver Oak Villas LLP**

Authorised Signatory

Name : _____

Contact : _____

Accepted the above Terms And Conditions

For **Mr. Mohan Ram**

Name : _____

Date : ____/____/____

88125

Requisition Form

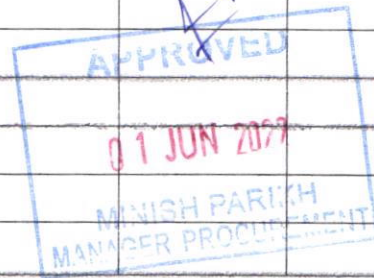
Company Name:	Silver Oak Villas LLP-III	Date:	31-05-2022
Site & Phase :	Silver Oak Villas-III	Time:	15.00
Supplier		Req. No.	184220
Material required before date:	05-06-2022	ID No.	76924

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

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

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

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



INSTALLATION REPORT

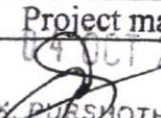
Company/ firm:	SOV LLP	Requisition nos.:	184220
Project:	SOV - II	PO no.:	88860
Supplier:	Mr. Mohan Ram	Material type:	SS Railing

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.	u	121	u	900Hmm	50 Rft
3.	u	122	u	900Hmm	50 Rft
4.	u	123	u	900Hmm	50 Rft
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

Total: 200 Rft

Remarks:

APPROVED BY		
Project manager	Security	Admin (Audit)
		
K. PURUSHOTHAM		
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.



TAX INVOICE

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Branch Office : Ramppally Chowrasta, Ghatkesar Road, Hyderabad.

Buyer :M/s.: *Silver Oak Villas**LLP - Moh Road, Secunderabad**500003*GST No.: *36ADBFS3288A2Z7*Invoice No. *087*Date : *1-6-2022*

Delivery Note :

Mode of Payment :

Buyers Order No. : *88860*Date : *6-04-2022*

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 Rtg	350	70,000

INWARD	
Inward No: <i>244</i>	Dt: <i>16/9/22</i>
MRN No: <i>11780</i>	Dt: <i>16/9/22</i>
Received By: <i>[Signature]</i>	Sign: <i>[Signature]</i>
(Silver Oak Villas-Pan-III)	

GST No. : *36CRBPB0826R1Z0*

Gross Value

70,000

Rupees in words: *Eighty Two Thousand**and Six Hundred only.*

Add CGST

9 %

6300

Add SGST

9 %

6300

Add IGST

%

GRAND TOTAL

82600

Terms & Conditions

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

For LEELA STEEL RAILING & FURNITURE*[Signature]*
Proprietor