PURCHASE DIVISION
Advice for approval for credit to supplier

E

Date:	26/10/22	Prepared by	Ramya	Serial no.	9806
Supplier name	M. Sudarshan			HO inward no.	
Firm/Company	SOV LLP	Project	SOV-III	HO received date	
PO/WO date	13/10/22	PO/WO No.	92898	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	201	26/10/22	93,379/-	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				

Amount A-Bills total (Excluding Transport & Hamali Charges):			93,379/-
MRN nos.:	Installation Report Enclosed	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:			93,379/-
Amount E – PO / WO value:			93,379/-
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	31/10/22
Remarks:	Final Bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Ramya				
Sign:	R				
Date	26/10/22				
Approval limit	Upto 20k	Above 20k	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 INVOCIE

Cell : ...

M. SUDARSHAN

FABRICATION OF ALUMINIUM PARTITIONS, DOORS, WINDOWS & INTERIOR WORKS

D.No. 1348, Pioneer Bazar, Bollarum, Secunderabad - 500 010. T.S.
Email : sudarshan.maheshwaram@yahoo.com

GSTIN No. 36BBIPM8347N1ZW

Name : Silver oak Villas LLP
5-4-187/3&4 II Floor M-G Road Sc-bad
GST No 36 ADBFS 3288 A2Z7

Bill No. 201 Date : 26-10-2022
D.C No. 20 Date : ....
Order No. 92898 Date : ....

Sl No	PARTICULARS	HSN CODE	FOR SIZE	QTY	FOR SFT	Amount Rs.	Ps.
	UPVC Windows						
				SFT			
1	6'-0 x 4'-0 x 6 NOS	3916		144-0	335=00	48240	00
2	3'-0 x 3'-5 x 1 NO	"		10-5	390=00	4095	00
3	2'-0 x 4'-0 x 4 NOS	"		32-0	485=00	15520	00
4	2'-0 x 2'-0 x 3 NOS	"		12-0	520=00	6240	00
5	4'-0 x 4'-0 x 1 NO	"		16-0	315=00	5040	00
	VNO 180						

Rupees In Words : Ninety three Thousand Three hundred Seventy Nine and thirty Paisa only

SUB TOTAL			79135	00
SGST %	9		7112	15
CGST %	9		7112	15
IGST %				
GRAND TOTAL			93379	30

TERMS & CONDITIONS :

1. Goods once sold wiil not be taken back and No claim for shortage or damage will be entertained.
2. Cheque disgonour Rs. 500/- Extra
2. Our responsbility ceases no seener goods are handed over to the carring agency.
4. Subject to secunderabad Jurisdiction Only.

SUMMIT SALES LLP
IN WARD
No. 100685
Date: 26/10/22
Sign: ...
R.R. DIST.

For M. SUDARSHAN

Sudarshan

Signature

Purchase Order

 17-10-2022 13:45:25

92898
11.10.22 11:08:40

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. M. Sudarshan	**Doc No**	92898	184694
H.No. 1348, Pioneer Bazar, Bolarum, Secunderabad.	**Doc Date**	13-10-2022	
	Quote No	Nil	
GSTIN 36BBIPM8347N1ZW	**Quote Date**	10-10-2022	
9849102251	**SupplyType**	Supply	

Kind Attn : Mr. M. Sudarshan

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	512600 - WIND-Windows - UPVC-Sliding with mesh- - 1800WX1200Hmm - Nos *6'x4'*	6.00	8,040.00	0.00	18.00	56,923.20
2	657300 - WIND-Windows - UPVC-Sliding with mesh- - 900WX1050Hmm - Nos *3'x3.5'*	1.00	4,095.00	0.00	18.00	4,832.10
3	973900 - WIND-Windows - UPVC-Openable- - 600WX1200Hmm - Nos *2'x4'*	4.00	3,880.00	0.00	18.00	18,313.60
4	415200 - WIND-Windows - UPVC-Ventilator top hung - - 600WX600Hmm - Nos *2'x2'*	3.00	2,080.00	0.00	18.00	7,363.20
5	498200 - WIND-Windows - UPVC-Fixed- - 1200WX1200Hmm - Nos *4'x4'*	1.00	5,040.00	0.00	18.00	5,947.20
					Total Order Value . . .	**93,379.30**

Rupees : Ninty Three Thousand Three Hundred Seventy Nine and Paise Thirty Only.

Terms and Conditions :-

Specification / Brand	As per details given in the quotation dt. 09/03/2022.
Payment Terms	50% as advance & balance on delivery of materials and receipt of invoice.
Tax	All taxes included in above price.
Delivery Date	Within 25 days.
Delivery Location	Silver Oak Villas Part III Sy .No.11,12,14,15,16,17,18 , 294 Phone. 0
Penality For Delay	Bills 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 bills.
Transportation Cost	Included in the above price.
Warranty	1 year on workmanship.
Advance Paid	Rs. 46,689/-Cheque Dt---17/10/22.
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for villa no 180 windows purpose.
Completion Date	Work to be completed within 10 working days. Penalty of 5% of order value per week shall be levied for delay.
Measurment	Payment will be made as per measurement of laid and fixed material. Wastage at suppliers cost.
Security	Supplier shall be responsible for security and storage of material at site at its risk and cost.

For ***Silver Oak Villas LLP***

Authorised Signatory

17/10/22

Name : ____________________

Accepted the above Terms And Conditions

For ***Mr. M. Sudarshan***

Name : ____________________

Date : __/__/____

Contact - -

Purchase Order

 17-10-2022 13:45:25 Original / Office Copy / Purchase Div.Copy

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

Accepted the above Terms And Conditions

For ***Mr. M. Sudarshan***

Name : ______________________

Name : ______________________

Date : __/__/____

Contact ..

Estimate

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. M. Sudarshan	**Doc No**	92898	184694
H.No. 1348, Pioneer Bazar, Bolarum, Secunderabad.	**Doc Date**	13-10-2022	
	Quote No	Nil	
GSTIN 36BBIPM8347N1ZW	**Quote Date**	10-10-2022	
9849102251	**SupplyType**	Supply	

Kind Attn : Mr. M. Sudarshan

Estimate for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	512600 - WIND-Windows - UPVC-Sliding with mesh- - 1800WX1200Hmm - Nos *6'x4'*	6.00	8,040.00	0.00	18.00	56,923.20
2	657300 - WIND-Windows - UPVC-Sliding with mesh- - 900WX1050Hmm - Nos *3'x3.5'*	1.00	4,095.00	0.00	18.00	4,832.10
3	973900 - WIND-Windows - UPVC-Openable- - 600WX1200Hmm - Nos *2'x4'*	4.00	3,880.00	0.00	18.00	18,313.60
4	415200 - WIND-Windows - UPVC-Ventilator top hung - - 600WX600Hmm - Nos *2'x2'*	3.00	2,080.00	0.00	18.00	7,363.20
5	498200 - WIND-Windows - UPVC-Fixed- - 1200WX1200Hmm - Nos *4'x4'*	1.00	5,040.00	0.00	18.00	5,947.20
					Total Order Value . . .	**93,379.30**

Rupees : Ninty Three Thousand Three Hundred Seventy Nine and Paise Thirty Only.

Terms and Conditions :-

Specification /	As per details given in the quotation dt. 09/03/2022.
Payment Terms	50% as advance & balance on delivery of materials and receipt of invoice.
Tax	All taxes included in above price.
Delivery Date	Within 25 days.
Delivery Location	Silver Oak Villas Part III Sy .No.11,12,14,15,16,17,18 , 294 Phone. 0
Penality For Delay	Bills 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 bills.
Transportation	Included in the above price.
Warranty	1 year on workmanship.
Advance Paid	Rs. 46,689/-Cheque Dt---17/10/22.
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for F block UPVC windows purpose.
Completion Date	Work to be completed within 10 working days. Penalty of 5% of order value per week shall be levied for delay.
Measurment	Payment will be made as per measurement of laid and fixed material. Wastage at suppliers cost.
Security	Supplier shall be responsible for security and storage of material at site at its risk and cost.

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*** — Accepted the above Terms And Conditions

Authorised Signatory — For ***Mr. M. Sudarshan***

Venkatesh 13/10/22

APPROVED BY
15 OCT 2022
SOHAM MODI
MANAGING DIRECTOR

Name : ______ Name : ______ Date : __/__/____

Contact - -

Estimate

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

Accepted the above Terms And Conditions

For ***Mr. M. Sudarshan***

Name : ______________________________ Name : ______________________________ Date : __/__/____

Contact - -

Requisition Form							
Company Name:	SOV LLP						
Site & Phase :	SOV-III	Date:	10-10-2022				
Flat/Block no.	V no 180	Time:	10:49				
Supplier:							
Material required before date:		Req. No.	184694				
	05-09-2022	ID No.	80476				
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date	
1	WIND5126-Windows-UPVC-Sliding with mesh--1800WX1200HMM-Nos 6"×4 × 335 Per Sqft	6	0	6	8040		
2	WIND6573-Windows-UPVC-Sliding with mesh--900WX1050HMM-Nos 3×3.5 = 11	1	0	1	4095		
3	WIND9739-Windows-UPVC-Openable--600WX1200HMM-Nos 2×4	4	0	4	3880		
4	WIND4152-Windows-UPVC-Ventilator top hung --600WX600HMM-Nos 2×2	3	0	3	2,080		
5	WIND7578-Windows-UPVC-Fixed--900WX1200HMM-Nos 3×4 92898	0	0	0	3780		
6	WIND4982-Windows-UPVC-Fixed--1200WX1200HMM-Nos 4×4	1	0	1	5,040		
7	WIND5038-Windows-UPVC-Sliding with mesh--1200WX1200HMM-Nos 4×4	0	0	0	6,080		
8							
9							
10					718		
Remarks:	For V no 180 (Please issue the PO to Sudharshan)						
	Engineer						
Prepared By:	G.chandra kanth	Project Manager		Purchase		MD	
Approved By:							
Sign & Date:							

INSTALLATION REPORT

Company/ firm:	SOV LLP	Requisition nos.:	184694
Project:	SOV - III	PO no.:	92898
Supplier:	M.sudarshan	Material type:	upvc windows

Details of installation:

Sl. No.	Date of installation	Unit no.	Material details	Size	Qty
1.	26/10/22	180	upvc sliding with mesh	6'x4'	6 No's
2.	"	"	"	3'x3.5'	1 No
3.	"	"	upvc openable	2'x4'	4 No's
4.	"	"	Upvc ventilator top hung	2'x2'	3 No's
5.	"	"	upvc fixed window	4'x4'	1 No
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
				Total:	15 No's

Remarks:

Approved by	Project manager	Security	Admin (Audit)
	APPROVED BY 26 OCT 2022 K. PURUSHOTHAM 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.

M. SUDARSHAN

Fabrication of Aluminium Partitions, Doors, Windows & Glazing Work's
H.No. 1348, Poineer Bazar, Bolarum, Sec-bad. Cell:9849102251

GST No: 36BBIPM8347N1ZW

DELIVERY CHALLAN

CUSTOMER NAME AND ADDRESS		
Silver Oak Villas LLP	D.C. No.	:
5-4-187/3&4 II Floor M.G Road Sec-bad	DATE	: 20
GST 36ADB~~F~~S3288A2Z7	CUSTOMER D.C. No & DATE	: 26-10-22
	CUSTOMER Ord Ref	: 92898

Sl. No.	DESCRIPTION OF THE ITEMS	QUANTITY	Approx. Value Rs.
1	UPVC Window's		
	6'-0 x 4'-0	6 Nos	
2	3'-0 x 3'-5	1 No	
3	2'-0 x 4'-0	4 Nos	
4	2'-0 x 2'-0	3 Nos	
5	4'-0 x 4'-0	1 No	
	Villa No 180		

INWARD
Inward No: 2527 Dt: 26/10/22
MRN No: 113076 Dt: 26/10/22
Received By: Sign:
(Silver Oak Villas Part-III)

RECEIVED THE GOODS IN GOOD CONDITION

M. SUDARSHAN
Sudarshan