PURCHASE DIVISION

Advice for approval for credit to supplier

(E)

Date:	18-11-22	Prepared by	S. JaySudha	Serial no.	10575
Supplier name	M/S. Leela Steel Railing & Furniture			HO inward no.	
Firm/Company	SOV LLP	Project	SOV part III	HO received date	
PO/WO date	23-9-22	PO/WO No.	92276	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	091	22-9-22	20,650/-	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	20,650/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	Installation report	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:	20,650/-
Amount E – PO / WO value:	20,650/-
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	28-11-22
Remarks:	Final bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		Veeru			
Sign:		APPROVED			
Date		18 NOV 2022			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

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 Villas LLP SECUNDERABAD	Invoice No. 091	Date : 22.9.2022
	Delivery Note :	Made of Payment :
	Buyers Order No. : 92276	Date : 23.9.2022
GST No. : 36ADBFS3288A2Z7	Despatched Through:	Destination :

Sl. No.	Description of Goods	HSN Code	Qty	Rate	Amount Rs. Ps.
1	S.S. Railing. V.NO.31	7306	50	350	17500

INWARD
Inward No 3000 Dt: 9/11/22
MRN No: Dt:
Received By: Sign:
(Silver Oak Villas-Part-III)

SUMMIT SALES LLP R.R. DIST
IN WARD No: 10/162 Date: 9/11/22 Sign:

GST No. : 36CRBPB0826R1ZO	Gross Value	17500
Rupees in words: Twenty Thousand Six hundred Fifty only.	Add CGST 9 %	1575
	Add SGST 9 %	1575
	Add IGST %	
	GRAND TOTAL	20650/-

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

 24-09-2022 11:25:03 AM

92276
16.09.22 3:01:07

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**	92276	184647
H.no. 1-5-42/1, Indra Nagar, Venkateshwara Temple, Secunderabad - 03.	**Doc Date**	23-09-2022	
	Quote No	NIL	
GSTIN 36CRBPB0826R1Z0	**Quote Date**	23-09-2022	
8125765219	**SupplyType**	Supply	

Kind Attn : Mr. Mohan Ram

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	964000 - STEL-Steel - Railing-Stainless steel- - 900Hmm - Rft	50.00	350.00	0.00	18.00	20,650.00
					Total Order Value . . .	**20,650.00**

Rupees : Twenty Thousand Six Hundred Fifty Only.

Terms and Conditions :-

Specification /	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	Included in the above price.
Warranty	5years replacement guarantee on all hardware installed. Hardware material should be branded.
Advance Paid	Rs. 10,325 to be pay vide cheque no. dt.03/10/2022.
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-31 SS Railing work 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 ***Silver Oak Villas LLP***

Authorised Signatory

Name : Veerwith 27/09/22

Contact -

Accepted the above Terms And Conditions

For ***Mr. Mohan Ram***

Name :

Date : __/__/____

Requisition Form						
Company Name:	Silver oak VillasLLP	Date:	23-09-2022			
Site & Phase :	Sov-III	Time:	11:00			
Unit No./Block No.	For villa no 31					
Supplier:		Req. No.	184647			
Material required before date:	urgnet	ID No.	79996			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	STEL9640-Steel-Railing-Stainless steel--900HMM-Rft	50	0	50		
2						
3						
4	92276					
5						
6						
7						
8						
9						
10						
Remarks:	For villa no 31 SS Railing work purpose					
	Engineer	Project Manager		Purchase		MD
Prepared By:	B.MEENAKSHI GOUD					
Approved By:						
Sign & Date:	23-09-2022					

APPROVED
27 SEP 2022
P. VENKATESHWARLU
MANAGER PURCHASE

INSTALLATION REPORT

Company/ firm:	SOVLLP	Requisition nos.:	184647.
Project:	SOV-IV	PO no.:	92276.
Supplier:	Mr. Mohan Ram.	Material type:	SS Railing

Details of installation:

Sl. No.	Date of installation	Unit no.	Material details	Size	Qty
1.	9/11/22.	31	stainless steel Railing.	900 hmm.	50 RFT
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
				Total:	50 RFT.

Remarks: The above work completed

APPROVED BY

	Project manager	Security	Admin (Audit)
Approved by	09 NOV 2022 K. PURSHOTTAM	Sandeep.	

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