

PURCHASE DIVISION
Advice for approval for credit to supplier

①

Date: 18-11-22		Prepared by: S. JaySudha		Serial no. 10575	
Supplier name: M/s. Leela Steel Railings & Furniture		Project: Sov part III		HO inward no.	
Firm/Company: Sov LLP		PO/WO No. 92276		HO received date	
PO/WO date: 23-9-22				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
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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: 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:		<i>V. Venkateshwarlu</i>			
Sign:					
Date					
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED

18 NOV 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 : Rampally Chowrasta, Ghatkesar Road, Hyderabad.

Buyer :M/s.: Silver Oak Villas
SecunderabadInvoice No. **091**Date : 22.9.2022

Delivery Note :

Mode of Payment :

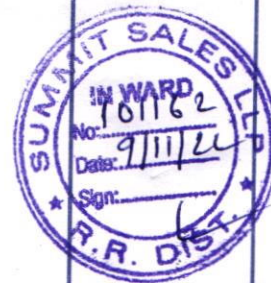
Buyers Order No. : 92276Date : 23.9.2022

Despatched Through:

Destination :

GST No. : 36ADBFS3288A277

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



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

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

For LEELA STEEL RAILING & FURNITURE

Proprietor

Purchase Order

Page(s) 1 Of 1

24-09-2022 11:25:03 AM

From Company : **Silver Oak Villas LLP**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36ADBFS3288A2Z7



92276

16.09.22 3:01:07

Supplier Details

Mr. Mohan Ram
H.no. 1-5-42/1, Indra Nagar, Venkateshwara Temple, Secunderabad - 03.

GSTIN 36CRBPB0826R1Z0

8125765219

Doc No	92276	184647
Doc Date	23-09-2022	
Quote No	NIL	
Quote Date	23-09-2022	
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
Penalty For Delay	Bill must be submitted to H.O. within 30days of completion of work. 10% pty 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

Accepted the above Terms And Conditions

For **Mr. Mohan Ram**

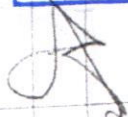
Name : _____

Name : _____

Date : __/__/__

Contact : -

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-Rfl	50	50	0 50
2				
3				
4				
5				
6				
7				
8				
9				
10				
Remarks: For villa no 31 SS Railing work purpose		Project Manager		Purchase MD
Prepared By: B.MEENAKSHI GOUD		Engineer		
Approved By:				
Sign & Date:		23-09-2022		


APPROVED
 27 SEP 2022
 P. VENKATESHWARLU
 MANAGER PURCHASE

INSTALLATION REPORT

Company/ firm:	Soukup	Requisition nos.:	184647
Project:	SOU-10	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.	900mm	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

Approved by	Project manager K. PURSHOTTAM 03/NOV/2022	Security Sandeep.	Admin (Audit)
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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.