PURCHASE DIVISION
Advice for approval for credit to supplier

E

Date:	11-01-23	Prepared by	S. JaySudha	Serial no.	**13090**
Supplier name	M. Sudarshan			HO inward no.	
Firm/Company	Sov Llp	Project	Sov part-III	HO received date	
PO/WO date	27-12-22	PO/WO No.	95453	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	212	5-01-23	1,06,109/-	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	1,06,109/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report ☑ Installation report	

MRN nos.:	Installation report attached	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:	1,06,109/-
Amount E – PO / WO value:	1,06,109/-
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	16-01-23
Remarks:	Final bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		Venk/			
Sign:		APPROVED			
Date		11 JAN 2023			
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 INVOCIE

Cell : 9849102251

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 Villa's LLP 5-4-187/3&4 II Floor M.G Road Sc-bad	Bill No. 212 Date : 5-01-2023
	D.C No. 25 Date :
GST No 36 ADBFS 3288 A2Z7	Order No. 95453 Date :

Sl No	PARTICULARS	HSN CODE	FOR SIZE	QTY	FOR SFT	Amount Rs.	Ps.
	UPVC Windows			SFT			
1	1800 x 1200 MM S/W 5 Nos	3916		120-0	335=00	40 200	00
2	900 x 1050 MM S/W 1 No	〃		10-5	385=00	4042	50
3	600 x 1200 MM S/W 6 Nos	〃		48-0	485=00	23280	00
4	600 x 600 MM T/H 3 Nos	〃		12-0	520=00	6240	00
5	1200 x 1200 MM Fix 2 Nos	〃		32-0	315=00	10080	00
6	1200 x 1200 MM S/W 1 No	〃		16-0	380=00	6080	00
	VNO 141						
		SUB TOTAL				89922	50
		SGST %		9		8093	025
		CGST %		9		8093	025
		IGST %					
		GRAND TOTAL				106 108	55

Rupees In Words : One Lakh Six thousand one hundred Eight and Fifty Five Paisa Only

SUMMIT SALES LLP
IN WARD
No: 1037
Date: 6/1/23
Sign:
R.R. DIST.

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.

For **M. SUDARSHAN**

Sudarshan

Signature

Estimate/Draft PO

 27-12-2022 10:15:12

95453
13.12.22 4:34:24

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**	95453	184930
H.No. 1348, Pioneer Bazar, Bolarum, Secunderabad.	**Doc Date**	27-12-2022	
	Quote No	Nil	
GSTIN 36BBIPM8347N1ZW	**Quote Date**	21-12-2022	
9849102251	**SupplyType**	Supply	

Kind Attn : Mr. M. Sudarshan

Estimate/Draft PO 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'*	5.00	8,040.00	0.00	18.00	47,436.00
2	657300 - WIND-Windows - UPVC-Sliding with mesh- - 900WX1050Hmm - Nos *3'x3.5'*	1.00	4,042.50	0.00	18.00	4,770.15
3	973900 - WIND-Windows - UPVC-Openable- - 600WX1200Hmm - Nos *2'x4'*	6.00	3,880.00	0.00	18.00	27,470.40
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'*	2.00	5,040.00	0.00	18.00	11,894.40
6	503800 - WIND-Windows - UPVC-Sliding with mesh- - 1200WX1200Hmm - Nos *4'x4'*	1.00	6,080.00	0.00	18.00	7,174.40
					Total Order Value . . .	**106,108.55**

Rupees : One Lakh(s) Six Thousand One Hundred Eight and Paise Fifty Five 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. 53,055/- RTGS/ NEFT
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for villa no.141 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.

APPROVED BY
28 DEC 2022
SOHAM MODI
MANAGING DIRECTOR

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*

Authorised Signatory

Name : Veeru 28/12

Accepted the above Terms And Conditions

For *Mr. M. Sudarshan*

Name : ____________

Date : __/__/____

Estimate/Draft PO

27-12-2022 10:15:12

Original / Office Copy / Purchase Div.Copy

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.
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 : __/__/____

Requisition Form

Company Name:	SOV LLP						
Site & Phase :	SOV-III	Date:	21-12-2022				
Flat/Block no.	V no 141	Time:	10:49				
Supplier:							
Material required before date:	25-12-2022	Req. No.	184930				
		ID No.	82691				
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'x4', 335/-	5	0	5			
2	WIND6573-Windows-UPVC-Sliding with mesh--900WX1050HMM-Nos 3'x3'½', 385/-	1	0	1			
3	WIND9739-Windows-UPVC-Openable--600WX1200HMM-Nos 2'x4'	485/-, 6	0	6			
4	WIND4152-Windows-UPVC-Ventilator top hung--600WX600HMM-Nos 2'x2'	520/-, 3	0	3			
5	WIND7578-Windows-UPVC-Fixed--900WX1200HMM-Nos 3'x4'	315/-, 0	0	0			
6	WIND4982-Windows-UPVC-Fixed--1200WX1200HMM-Nos 4'x4'	315/-, 2	0	2			
7	WIND5038-Windows-UPVC-Sliding with mesh--1200WX1200HMM-Nos 4'x4'	380/-, 1	0	1			
8							
9							
10							
Remarks:	For V no 141 (Please issue the PO to Sudharshan)						
	Engineer	Project Manager		Purchase		MD	
Prepared By:	G.chandra kanth						
Approved By:							
Sign & Date:							

P.O.No. 95453

APPROVED
22 DEC 2022
P. VENKATESHWARLU
MANAGER PURCHASE

Purchase Order

 30-12-2022 11:38:31 Original / Office Copy / Purchase Div.Copy

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**	95453	184930
H.No. 1348, Pioneer Bazar, Bolarum, Secunderabad.	**Doc Date**	27-12-2022	
	Quote No	Nil	
GSTIN 36BBIPM8347N1ZW	**Quote Date**	21-12-2022	
9849102251	**SupplyType**	Supply	

Kind Attn : Mr. M. Sudarshan

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Completion Date	Work to be completed within 10 working days. Penalty of 5% of order value per week shall be levied for delay.

For ***Silver Oak Villas LLP***

Authorised Signatory

Name : 30/12

Accepted the above Terms And Conditions

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

Name : ______________

Date : __/__/____

Purchase Order

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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 : __/__/____

INSTALLATION REPORT

Company/ firm:	Silver oak villas	Requisition nos.:	184930
Project:	SOV-III	PO no.:	95453
Supplier:	M.Sudarshan	Material type:	UPVC Windows

Details of installation:

Sl. No.	Date of installation	Unit no.	Material details	Size	Qty
1.	9/1/23	141	UPVC sliding with mesh	6'x4'	5 no's
2.	9/1/23	"	UPVC sliding with mesh	3'x3.5'	1 no
3.	"	"	UPVC openable	2'x4'	6 no's
4.	"	"	UPVC ventilator top hung	2'x2'	3 no's
5.	"	"	UPVC fixed	4'x4'	2 no's
6.	"	"	UPVC sliding with mesh	4'x4'	1 no
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
				Total:	

Remarks:

APPROVED BY

Approved by	Project manager	Security	Admin (Audit)
	11 JAN 2023 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.