

PURCHASE DIVISION
Advice for approval for credit to supplier

⑥

Date:		11-01-23		Prepared by	S. Jagsudha	Serial no.	13089
Supplier name		M. Sudareshan				HO inward no.	
Firm/Company		Sov LLP		Project	Sov part-II	HO received date	
PO/WO date		27-12-22		PO/WO No.	95451	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	211	5-01-23	1,01,389/-	☐ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):		1,01,389/-
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:		1,01,389/-
Amount E – PO / WO value:		1,01,389/-
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:					
Sign:					
Date					
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 INVOICE

Cell : 9849102251

M. SUDARSHAN

FABRICATION OF ALUMINIUM PARTITIONS, DOORS, WINDOWS & INTERIOR WORKS

D.No. 1348, Pioneer Bazar, Bollaram, Secunderabad - 500 010. T.S.

Email : sudarshan.maheshwaram@yahoo.com

GSTIN No. 36BBIPM8347N1ZW

Name :

Silver Oak Villa's LLPBill No. **211**Date : 5-01-2023

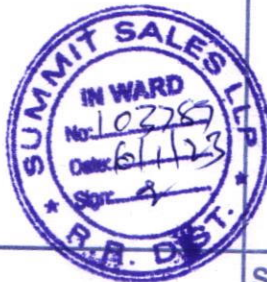
D.C No. 24

Date :

GST No 36 ADBFS 3288 A 2 Z 7Order No. 95451

Date :

SI No	PARTICULARS	HSN CODE	FOR SIZE	QTY	FOR SFT	Amount Rs.	Ps.
	<u>UPVC Windows</u>						
1	1800 x 1200 MM S/W 5 nos	3916		SFT 120-0	335200	40200	00
2	900 x 1050 MM S/W 1 NO	4		10-5	385200	4042	50
3	600 x 1200 MM O/W 6 nos	4		48-0	485200	23280	00
4	600 x 600 MM T/H 4 nos	4		16-0	520200	8320	00
5	1200 x 1200 MM Fix 2 nos	4		32-0	315200	10080	00
	VNO 139						

Rupees 'In Words : One Lakh onethousand three hundred eighty
eight and fifty five paise only

SUB TOTAL				85922	50
SGST	%	9		7733	025
CGST	%	9		7733	025
IGST	%				
GRAND TOTAL				101388	55

TERMS & CONDITIONS :

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

For **M. SUDARSHAN**Sudarshan

Signature

Purchase Order

Page(s) 1 Of 2

27-12-2022 12:08:15



95451

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 DetailsMr. M. Sudarshan
H.No. 1348, Pioneer Bazar, Bolarum, Secunderabad.**GSTIN** 36BBIPM8347N1ZW

9849102251

Doc No	95451	184931
Doc Date	27-12-2022	
Quote No	Nil	
Quote Date	21-12-2022	
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'	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'	4.00	2,080.00	0.00	18.00	9,817.60
5 498200 - WIND-Windows - UPVC-Fixed- - 1200WX1200Hmm - Nos 4'x4'	2.00	5,040.00	0.00	18.00	11,894.40
Total Order Value . . .					101,388.55
Rupees : One Lakh(s) One Thousand Three Hundred Eighty 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**Penalty For Delay** Bills 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 bills.**Transportation Cost** Included in the above price.**Warranty** 1 year on workmanship.**Advance Paid** Rs.50,695/- RTGS NEFT**Other Terms** We reserve the right to reject items not conforming to quality and specifications. Above order for villa no.139 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.**Measurement** 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**

Accepted the above Terms And Conditions

For **Mr. M. Sudarshan**

Name : _____

Name : _____

Date : ____/____/____

For MDs APPROVAL

- ☐ High Value/quantity beyond limits.
- ☒ Po/Req. processed-post approval.
- ☐ Approval for technical details/clarification.
- ☐ Replenishing SLLP stock
- ☐ Other

APPROVED BY
28 DEC 2022
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

Page(s) 2 Of 2

27-12-2022 12:08:15

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 : __/__/__

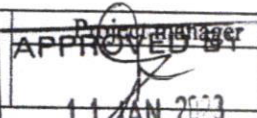
Requisition Form		Date:	21-12-2022
Company Name: SOV LLP		Time:	10:49
Site & Phase : SOV-III		Req. No.	184931
Flat/Block no. V no 139		25-12-2022 ID No.	82690
Supplier:		Qty required	Qty available at site
Material required before date:		Order Qty	Inward No
S No	Item	Qty required	Inward Date
1	WIND5126-Windows-UPVC-Sliding with mesh--1800WX1200HMM-Nos	5	0
2	WIND6573-Windows-UPVC-Sliding with mesh--900WX1050HMM-Nos	1	0
3	WIND9739-Windows-UPVC-Openable--600WX1200HMM-Nos	6	0
4	WIND4152-Windows-UPVC-Ventilator top hung --600WX600HMM-Nos	4	0
5	WIND7578-Windows-UPVC-Fixed--900WX1200HMM-Nos	0	0
6	WIND4982-Windows-UPVC-Fixed--1200WX1200HMM-Nos	2	0
7	WIND5038-Windows-UPVC-Sliding with mesh--1200WX1200HMM-Nos	0	0
8			
9			
10			
Remarks: For V no 139 (Please issue the PO to Sudharshan)			
Engineer		Project Manager	MD
Prepared By: G.chandra kanth		APPROVED	
Approved By:		24 DEC 2022	
Sign & Date:		P. VENKATESHWARLU MANAGER PURCHASE	

INSTALLATION REPORT

Company/ firm:	Silver oak vihas	Requisition nos.:	184931
Project:	Sov - II	PO no.:	95451
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	139	upvc sliding with mesh	6'x4'	5 nos
2.	"	"	upvc sliding with mesh	3'x3.5'	1 no
3.	"	"	upvc operable	2'x4'	6 nos
4.	"	"	upvc ventilator top hung	2'x2'	4 nos
5.	"	"	upvc fixed	4'x4'	2 nos
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
Total:					
Remarks:					

Approved by	 Project Manager	Security	Admin (Audit)
	11 JAN 2023		

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, shutters, staircase railing, fire doors and such materials where PO for material + labour is issued. Exclude false ceiling, painted 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.