PURCHASE DIVISION
Advice for approval for credit to supplier

E

Date:	21-01-23	Prepared by	S. Jaysudha	Serial no.	13558
Supplier name	M. Sudarshan			HO inward no.	
Firm/Company	Sov Llp	Project	Sov part-III	HO received date	
PO/WO date	11-01-23	PO/WO No.	96082	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	213	20-01-23	99,265/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	99,265/-
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:	99,265/-
Amount E – PO / WO value:	99,265/-
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	30-01-23
Remarks:	Final bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:					
Sign:		[signature]			
Date		APPROVED P. VENKATESHWARLU MANAGER PURCHASE 23 JAN 2023			
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 : 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 Villas LLP
5-4-187/3&4 II Floor M-G Road SC-500
GST No 36 ADBFS 3288 A2 Z7

Bill No. 213 Date : 20-1-2023
D.C No. 26 Date :
Order No. 96082 Date :

Sl No	PARTICULARS		HSN CODE	FOR SIZE	QTY	FOR SFT	Amount Rs.	Ps.
	UPVC Windows				SFT			
1	1800 x 1200 MM	6 NOS	3916		144-0	335=00	48240	00
2	900 x 1050 MM	1 NO	"		10-5	385=00	4042	50
3	600 x 1200 MM	4 NOS	"		32-0	485=00	15520	00
4	600 x 600 MM	3 NOS	"		12-0	520=00	6240	00
5	1200 x 1200 MM	2 NOS	"		32-0	315=00	10080	00
	VNO 158							
			SUB TOTAL				84122	50
			SGST %		9		7571	025
			CGST %		9		7571	025
			IGST %					
			GRAND TOTAL				99264	55

SUMMIT SALES LLP * R.R. DIST. * IN WARD No: 2045 Date: 20/1/23 Sign: 2

Rupees In Words : Ninety Nine thousand Two hundred and Sixty Four Fifty Paisa only

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 responsbility ceases no seener goods are handed over to the carring agency.
4. Subject to secunderabad Jurisdiction Only.

For M. SUDARSHAN

Sadalay

Signature

Purchase Order

 12-01-2023 13:09:58

96082
10.01.23 4:03:08

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 H.No. 1348, Pioneer Bazar, Bolarum, Secunderabad.	**Doc No**	96082	184998
	Doc Date	11-01-2023	
	Quote No	Nil	
GSTIN 36BBIPM8347N1ZW	**Quote Date**	11-01-2023	
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	6.00	8,040.00	0.00	18.00	56,923.20
2	657300 - WIND-Windows - UPVC-Sliding with mesh- - 900WX1050Hmm - Nos	1.00	4,042.50	0.00	18.00	4,770.15
3	973900 - WIND-Windows - UPVC-Openable- - 600WX1200Hmm - Nos	4.00	3,880.00	0.00	18.00	18,313.60
4	415200 - WIND-Windows - UPVC-Ventilator top hung - - 600WX600Hmm - Nos	3.00	2,080.00	0.00	18.00	7,363.20
5	498200 - WIND-Windows - UPVC-Fixed- - 1200WX1200Hmm - Nos	2.00	5,040.00	0.00	18.00	11,894.40
					Total Order Value . . .	**99,264.55**

Rupees : Ninty Nine Thousand Two Hundred Sixty Four 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. 49,633/- RTGS/ NEFT
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for villa no.158 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
- [x] 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 : V ecul 12/01/23

Accepted the above Terms And Conditions

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

Name :

APPROVED BY
12 JAN 2023
SOHAM MODI
MANAGING DIRECTOR

Date : __/__/____

Purchase Order

12-01-2023 13:09:58

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

Name : Veerr

Accepted the above Terms And Conditions

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

Name : ______________

Date : __/__/____

Requisition Form							
Company Name:	SOV LLP						
Site & Phase :	SOV-III	Date:	10-01-2023				
Flat/Block no.	V no 158	Time:	10:49				
Supplier:							
Material required before date:		Req. No.	184998				
	18-01-2023	ID No.	83382				
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	0	6			
2	WIND6573-Windows-UPVC-Sliding with mesh--900WX1050HMM-Nos	1	0	1			
3	WIND9739-Windows-UPVC-Openable--600WX1200HMM-Nos	4	0	4			
4	WIND4152-Windows-UPVC-Ventilator top hung --600WX600HMM-Nos	3	0	3			
5	WIND7578-Windows-UPVC-Fixed--900WX1200HMM-Nos	0	0	0			
6	WIND4982-Windows-UPVC-Fixed--1200WX1200HMM-Nos	2	0	2			
7	WIND5038-Windows-UPVC-Sliding with mesh--1200WX1200HMM-Nos	0	0	0			
8							
9							
10							
Remarks:	For V no 158 (Please issue the PO to Sudharshan)						
	Engineer	Project Manager		Purchase		MD	
Prepared By:	G.chandra kanth						
Approved By:							
Sign & Date:							

P.O.no. 96082

APPROVED
11 JAN 2023
P. VENKATESHWARLU
MANAGER PURCHASE

M. SUDARSHAN

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

GST No:36BBIPM8347N1ZW

DELIVERY CHALLAN

CUSTOMER NAME AND ADDRESS	D.C. No - 26 :
Silver oak Villa's LLP	DATE : 20/1/23
5-4-187/3&4 II Floor M-G Road Sc-bad	CUSTOMER D C No & DATE :
GSTNO:- 36ADBFS3288A2Z7	CUSTOMER Ord Ref : 96082

Sl. No	DESCRIPTION OF THE ITEMS	QUANTITY	Approx-Value Rs.
	UPVC Windows		
1	1800 x 1200 MM	6 Nos	
2	900 x 1050 MM	1 NO	
3	600 X 1200 MM	4 NOS	
4	600 x 600 MM	3 Nos	
5	1200 x 1200 MM	2 Nos	
	V NO 158		
	INWARD Inward No: 8265 Dt: 20/1/23 MRN No: 16468 Dt: 20/1/23 Received By: Sign: (Silver Oak Villas-Part-III)		
	TS 08 U 7 3147		

RECEIVED THE GOODS IN GOOD CONDITION

M. SUDARSHAN
Sudarshan

INSTALLATION REPORT

Company/ firm:	SOV LLP	Requisition nos.:	184998.
Project:	SOV III	PO no.:	96082.
Supplier:	M. sudarshan	Material type:	UPVC windows.

Details of installation:

Sl. No.	Date of installation	Unit no.	Material details	Size	Qty
1.	20/1/23	158	UPVC windows	6'x4'.	6.
2.	20/1/23	158	UPVC windows	3'x 3'6"	1
3.	20/1/23	158	UPVC window	2' x 4'	4
4.	20/1/23	158	UPVC windows	2'x2'	3
5.	20/1/23	158	UPVC windows	4'x4'	2
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
				Total:	16.

Remarks: The above material fixed properly.

APPROVED BY
28 JAN 2023
K. PURSHOTHAM
(Villas Part-III)

Approved by	Project manager	Security	Admin (Audit)
		Sandur	

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.