PURCHASE DIVISION
Advice for approval for credit to supplier

(E)

Date:	3-02-23	Prepared by	S. Jaysudha	Serial no.	**14103**
Supplier name	M/s Leela steel Railings & Furniture			HO inward no.	
Firm/Company	Sov LLP	Project	Sov part-III	HO received date	
PO/WO date	15-12-22	PO/WO No.	95074	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	102	13-12-22	22,715/-	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			22,715/-
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:			22,715/-
Amount E – PO / WO value:			22,715/-
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	13-02-23		
Remarks:	final bill		

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		Veer			
Sign:					
Date		04 FEB 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 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 villass llp m.G. Road secunderabad GST No. : 36ADBFS3288A1Z7	Invoice No. 102	Date : 13-12-2022
	Delivery Note :	Made of Payment :
	Buyers Order No. 95074	Date : 15-12-2022
	Despatched Through:	Destination :

Sl. No.	Description of Goods	HSN Code	Qty	Rate	Amount Rs. Ps.
1	S. S. RalliNG. V.139	7306	55	350	19250/-

INWARD
Inward No: 3382 Dt: 24/1/23
MRN No: Dt:
Received By: Sign:
(Silver Oak Villas-Part-III)

SUMMIT SALES LLP
IN WARD
No: 10/1244
Date: 24/1/23
Sign:
R.R. DIST.

GST No. : 36CRBPB0826R1ZO

Gross Value		19250/-
Add CGST	9 %	1732.5
Add SGST	9 %	1732.5
Add IGST	%	
GRAND TOTAL		22715/-

Rupees in words: ....

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

मोहनराम

Proprietor

Purchase Order

 17-12-2022 14:18:45

95074

13.12.22 3:48:41

Div.Copy

From Company : **Silver Oak Villas LLP**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 50000:
G S T No. : 36ADBFS3288A2Z7

Supplier Details			
Mr. Mohan Ram	**Doc No**	95074	184903
H.no. 1-5-42/1, Indra Nagar, Venkateshwara Temple, Secunderabad - 03.	**Doc Date**	15-12-2022	
	Quote No	Nil	
GSTIN 36CRBPB0826R1Z0	**Quote Date**	13-12-2022	
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	55.00	350.00	0.00	18.00	22,715.00
					Total Order Value . . .	**22,715.00**

Rupees : Twenty Two Thousand Seven Hundred Fifteen Only.

Terms and Conditions :-

Specification / Brand	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 Cost	Included in the above price.
Warranty	5years replacement guarantee on all hardware installed. Hardware material should be branded.
Advance Paid	Rs.11,358 RTGS/ Neft
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 villa no. 139 SS railing work purpose.
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

Veeru 17/12

Name : ____________

Accepted the above Terms And Conditions

For ***Mr. Mohan Ram***

Name : ____________

Date : __/__/____

Requisition Form						
Company Name:	Silver Oak Villas LLP	Date:	13-12-2022			
Site & Phase :	Sov-III	Time:	15:00			
Unit No./Block No.	Fo villa no 139 SS railing work purpose					
Supplier:		Req. No.	184903			
Material required before date:	Urgent	ID No.	82476			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
	STEL4802-Steel-Railing-Stainless steel--900Hmm-Rmts	16.8	0	16.8		
	P.O.No. 95074					
0						
Remarks:	Fo villa no 139 SS railing work purpose					
	Engineer	Project Manager		Purchase	MD	
Prepared By:	B.Meenakshi					
Approved By:	K.Purshotham					
Sign & Date:	13-12-2022					

APPROVED
15 DEC 2022
P. VENKATESHWARLU
MANAGER PURCHASE

INSTALLATION REPORT

Company/ firm:	SOV LLP	Requisition nos.:	184903
Project:	SOV – [illegible]	PO no.:	95074
Supplier:	M/S. Leela Railing & furniture	Material type:	SS Railing

Details of installation:

Sl. No.	Date of installation	Unit no.	Material details	Size	Qty
1.	24/1/23	139	SS Railing	90 Hmm	55 RFt
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
				Total:	55 RFt

Remarks:

Approved by	Project manager	Security	Admin (Audit)
	APPROVED BY 24 JAN 2023 K. PURSHOTHAM		

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.