

PURCHASE DIVISION
Advice for approval for credit to supplier

⑤

Date: 3-02-23		Prepared by: S. Jayasudha		Serial no. 14102	
Supplier name: M/s Leela Steel Railing & Furniture		Project: Sov part III		HO inward no.	
Firm/Company: Sov LLP		PO/WO No. 96317		HO received date	
PO/WO date: 20-01-23				Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	105	18-01-23	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 Villas
Plot No. 10, G. Road
SecundrabadInvoice No. **105**

Date : 18-1-2023

Delivery Note :

Mode of Payment :

Buyers Order No. : 96317

Date : 20-1-2023

Despatched Through:

Destination :

GST No. : 36ADBTS3288A227

Sl. No.	Description of Goods	HSN Code	Qty	Rate	Amount Rs. Ps.
①	S.S. Railings, V. 159.	7306	55	350	19250

INWARD	
Inward No: 3388	Dt: 24/1/23
MRN No:	Dt:
Received By:	Sign:
(Silver Oak Villas Part-III)	



GST No. : 36CRBPB0826R1ZO

Gross Value

19250

Rupees in words:

Add CGST

9 %

1732.5

Add SGST

9 %

1732.5

Add IGST

%

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.

GRAND TOTAL

22715/-

For LEELA STEEL RAILING & FURNITURE

मोहनराम
Proprietor

Purchase Order

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21-01-2023 11:15:34



Copy

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

96317
10.01.23 4:03:11

Supplier Details

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

GSTIN 36CRBPB0826R1Z0

8125765219

Doc No	96317	212025
Doc Date	20-01-2023	
Quote No	Nil	
Quote Date	18-01-2023	
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
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 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. Above order villa no. 159 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

Accepted the above Terms And Conditions

For **Mr. Mohan Ram**

Name : _____

Name : _____

Date : __/__/__

Requisition Form		Company Name: Silver Oak Villas LLP		Date: 18-01-2023	
Site & Phase :		SOV-III		Time: 13:00	
Unit No./Block No.		For villa no 159 SS railing work purpose			
Supplier:		Mohan Ram			
Material required before date:					
S No	Item	22-01-2023 ID No.	Req. No.		
1	STEL4802-Steel-Railing-Stainless steel--900Hmm-Rmts	83576.	212025		
2					
3					
4					
5					
6					
7					
8					
9					
10					
Qty required	Qty available at site	Order Qty	Inward No	Inward Date	
16.8 -	16.8 -				
Remarks: For villa no 159 SS railing work purpose					
Engineer					
Prepared By:	B.Meenakshi	Project Manager		Purchase	MD
Approved By:	K.Purshotham				
Sign & Date:					
18-01-2023					

P.O. No. 963/17

INSTALLATION REPORT

Company/ firm:	SOV LLP	Requisition nos.:	212025
Project:	SOV-11	PO no.:	96317
Supplier:	M/S. Leelo steel railing & furniture	Material type:	SS Railing

Details of installation:

Sl. No.	Date of installation	Unit no.	Material details	Size	Qty
1.	24/1/23	159	SS Railing	900 Hmm	55 Rft
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

Remarks:

Total: 55 Rft

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

Note: 1. Report to be sent off 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.