

PURCHASE DIVISION
Advice for approval for credit to supplier

(E)

Date:	1-03-23	Prepared by	S. JaySudha	Serial no.	15289
Supplier name	MS. 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.	95077	Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	110	27-2-23	22,715/-	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
2.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
3.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
4.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Amount A – Bills total (Excluding Transport & Hamali Charges):				22,715/-	
Proof of delivery by way of: <input type="checkbox"/> DCs/bill <input type="checkbox"/> Steel report <input type="checkbox"/> RMC pour report <input type="checkbox"/> Solid block report <input type="checkbox"/> Installation report					
MRN nos.:	Installation report attached			Proof of delivery matches MRN	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Excess received <input type="checkbox"/> Short received <input type="checkbox"/> Part received			
Close PO / WO		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No – wait for balance material <input type="checkbox"/> Other			
Payment – due date		6-3-23			
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 weightment 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 LLP.*

Invoice No. **110**

Date : *27/2/23*

Delivery Note : -

Made of Payment :

Buyers Order No. : *95077*

Date : *15/12/22*

Despatched Through:

Destination :

GST No. : *36ADGFS3288A227*

Cherlapally

Sl. No.	Description of Goods	HSN Code	Qty	Rate	Amount Rs. Ps.
<i>1)</i>	<i>ss railing for v. no -193,</i>	<i>7306</i>	<i>5579</i>	<i>350/-</i>	<i>17,250/-</i>

INWARD

Inward No: *3534* Dt: *27/2/23*
MRN No: *17802* Dt: *27/2/23*
Received By: _____ Sign: _____
(Silver Oak Villas-Part-III)



GST No. : *36CRBPB0826R1Z0*

Rupees in words: *Twenty two thousand seven hundred & fifty rupees only.*

Gross Value

17,250/-

Add CGST

9 %

1,732-5

Add SGST

9 %

1,732-5

Add IGST

%

GRAND TOTAL

22,715/-

For LEELA STEEL RAILING & FURNITURE

Terms & Conditions

- Our risk and responsibility ceases on delivery of goods and we are not responsible for damages, shortages or theft in transit.
- 27% Intrest will be charged on bills remaining unpaid after due date
- Payments within.....days.

[Signature]
Proprietor

Purchase Order

Page(s) 1 Of 1

17-12-2022 14:18:45



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

95077

13.12.22 3:48:41

Supplier Details

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

GSTIN 36CRBPP0826R1Z0

8125765219

Doc No	95077	184910
Doc Date	15-12-2022	
Quote No	Nil	
Quote Date	13-12-2022	
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. Breakage if any in your a/c. Above order for villa no. 183 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.
Measurement	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

Name : _____

Name : _____

Accepted the above Terms And Conditions

For **Mr. Mohan Ram**

Date : ___/___/___

Requisition Form

Company Name: Silver Oak Villas LLP

Site & Phase: Sov-III

Unit No./Block No. Fo villa no 183 SS railing work purpose

Supplier:

Material required before date:

S No Item

15-12-2022 ID No.

82469

Req. No.

184910

Date:

13-12-2022

Time:

15:00

Qty required at site

Order Qty Inward No Inward Date

16.8

0

16.8

1 STEL 4802-Steel Railing-Stainless steel--900Hmm-Rmts

2

3

4

5

6

7

8

9

10

Remarks: Fo villa no 183 SS railing work purpose

Engineer

Project Manager

P. VENKATESHWARLU
MANAGER PURCHASE

MID

Prepared By: B. Meenakshi

Approved By: K. Purshotam

Sign & Date:

13-12-2022

P.O. No. 45072

APPROVED
15 DEC 2022
P. VENKATESHWARLU
MANAGER PURCHASE

INSTALLATION REPORT

Company/ firm:	SOV LLP	Requisition nos.:	184910
Project:	SOV - (1)	PO no.:	95077
Supplier:	M/S. Leela Steel Railing & Accessories	Material type:	SS Railing

Details of installation:

Sl. No.	Date of installation	Unit no.	Material details	Size	Qty
1.	28/2/23	183	SS Railing	900mm	55 Rft
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
Total:					55 Rft

Remarks:

	APPROVED BY Project manager 28 FEB 2023 K. PURSHOTHAM	Security	Admin (Audit)
Approved by			

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 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.