PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	1-03-23	Prepared by	S. Jaysudha	Serial no.	15290
Supplier name	M/S Leela Steel Railing & furniture			HO inward no.	
Firm/Company	SOV LLP	Project	SOV part-III	HO received date	
PO/WO date	15-12-22	PO/WO No.	95073	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	108	27-2-23	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.: 117883 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	6-03-23
Remarks:	Final bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		✓ [signature]			
Sign:		APPROVED			
Date		01 MAR 2023 P. VENKATESHWARLU MANAGER PURCHASE			
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 LLP	Invoice No. 108 — Date : 27/2/23
	Delivery Note : — Made of Payment :
	Buyers Order No. : 95073. — Date : 15/12/22.
GST No. : 36AOBFS3288P2Z7	Despatched Through: — Destination : SOV-III Cherlapalli

Sl. No.	Description of Goods	HSN Code	Qty	Rate	Amount Rs. Ps.
	S.S Railing V.No:- 145	7306	55 Rft	350/-	19,250/-

INWARD
Inward No: 3632 Dt: 27/2/23
MRN No: 117883 Dt: 27/2/23
Received By: Sign:
(Silver Oak Villas-Part-III)

SUMMIT SALES LLP
IN WARD
No: 106372
Date: 28/2/23
Sign:
R.R. DIST.

GST No. : 36CRBPB0826R1ZO

Rupees in words: Twenty Two Thousand Seven hundred Fifteen Rupees only,

Gross Value			19,250/-
Add CGST	9	%	1732.5
Add SGST	9	%	1732.5
Add IGST		%	
GRAND TOTAL			22,715/-

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

Proprietor

Purchase Order

 17-12-2022 14:18:45

95073
13.12.22 3:48:41

.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. Mohan Ram	**Doc No**	95073	184904
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	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. 145 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

V [illegible] 17/12/22

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 145 SS railing work purpose						
Supplier:		Req. No.	184904				
Material required before date:	15-12-2022	ID No.	82475				
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date	
1	STEL4802-Steel-Railing-Stainless steel--900Hmm-Rmts	16.8	0	16.8			
2							
3							
4							
5							
6							
7							
8							
9							
10							
Remarks:	Fo villa no 145 SS railing work purpose						
	Engineer	Project Manager		Purchase		MD	
Prepared By:	B.Meenakshi						
Approved By:	K.Purshotham						
Sign & Date:	13-12-2022						

P.O.no. 95073

APPROVED
15 DEC 2022
P. VENKATESHWARLU
MANAGER PURCHASE

INSTALLATION REPORT

Company/ firm:	SOV LLP	Requisition nos.:	184904
Project:	SOV-III	PO no.:	95073
Supplier:	M/S Leela Steel Railing & furniture	Material type:	SS Railing

Details of installation:

Sl. No.	Date of installation	Unit no.	Material details	Size	Qty
1.	27/2/23	145	SS Railing	900Hmm	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 28 FEB 2023 K. PURSHOTHAM Project Manager (Silver Oak Villas Part III)		

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.