PURCHASE DIVISION
Advice for approval for credit to supplier

(E)

Date:	9-3-23	Prepared by	S. Jaysudha	Serial no.	15593
Supplier name	M. Sudarshan			HO inward no.	
Firm/Company	SOV LLP	Project	SOV part III	HO received date	
PO/WO date	21-02-23	PO/WO No.	97380	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	216	27-02-23	12,460/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	12,460/-
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:	12,460/-
Amount E – PO / WO value:	12,460/-
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	13-03-23
Remarks:	Final bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		Venu,			
Sign:		APPROVED			
Date		10 MAR 2023			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

P. VENKATESHWARLU
MANAGER PURCHASE

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 Villa's LLP
5-4-187/344 II Floor MG Road SC-bad
GST No 36 ADBFS3288 A2Z7

Bill No. 216 Date : 27-2-23
D.C No. Date :
Order No. 97380 Date :

Sl No	PARTICULARS	HSN CODE	FOR SIZE	QTY	FOR SFT	Amount Rs.	Ps.
	UPVC Sliding Windows						
1	1200 x 1200 MM ~~Fix~~ 1 NO	3916		16-0	315=00	5040	00
2	900 x 1200 MM S/W 1 NO	3916		12-0	460=00	5520	00
	VNO 163						
		SUB TOTAL				10560	00
		SGST %		9		950	40
		CGST %		9		950	40
		IGST %					
		GRAND TOTAL				12460	80

Rupees In Words : Twelve thousand Four hundred Sixty and Eighty 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.

SUMMIT SALES LLP R.R. DIST. IN WARD No. 106357 Date 27/2/23 Sign:

For **M. SUDARSHAN**

Sudarshan

Signature

Purchase Order

 27-02-2023 15:03:21

97380
08.02.23 3:48:30

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**	97380	212098
	Doc Date	21-02-2023	
	Quote No	Nil	
GSTIN 36BBIPM8347N1ZW	**Quote Date**	21-02-2023	
9849102251	**SupplyType**	Supply	

Kind Attn : Mr. M. Sudarshan

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	498200 - WIND-Windows - UPVC-Fixed- - 1200WX1200Hmm - Nos *4'x4'*	1.00	5,040.00	0.00	18.00	5,947.20
2	461900 - WIND-Windows - Al-Sliding with mesh-- - 900WX1200Hmm - Nos	1.00	5,520.00	0.00	18.00	6,513.60
					Total Order Value . . .	**12,460.80**

Rupees : Twelve Thousand Four Hundred Sixty and Paise Eighty 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.6,230 /-RTGS/ NEFT
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for villa no.163 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.
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 : ______________

Contact . .

Accepted the above Terms And Conditions

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

Name : ______________

Date : __/__/____

Requisition Form							
Company Name:	SOV LLP						
Site & Phase :	SOV-III	Date:	17-02-2023				
Flat/Block no.	V no 163	Time:	10:49				
Supplier:							
Material required before date:		Req. No.	212098				
	20-02-2023	ID No.	84444				
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date	
1	WIND5126-Windows-UPVC-Sliding with mesh--1800WX1200HMM-Nos	0	0	0			
2	WIND6573-Windows-UPVC-Sliding with mesh--900WX1050HMM-Nos	0	0	0			
3	WIND9739-Windows-UPVC-Openable--600WX1200HMM-Nos	0	0	0			
4	WIND4152-Windows-UPVC-Ventilator top hung --600WX600HMM-Nos	0	0	0			
5	WIND7578-Windows-UPVC-Fixed--900WX1200HMM-Nos	0	0	0			
6	WIND4982-Windows-UPVC-Fixed--1200WX1200HMM-Nos 498200 PO. no. 92380	1	0	1			
7	WIND5038-Windows-UPVC-Sliding with mesh--1200WX1200HMM-Nos	0	0	0			
8	WIND4619-Windows-Al-Sliding with mesh---900WX1200HMM-Nos 457700	1	0	1			
9							
10							
Remarks:	For V no 163 (Please issue the PO to Sudharshan)						
	Engineer	Project Manager		Purchase		MD	
Prepared By:	G.chandra kanth						
Approved By:							
Sign & Date:							

APPROVED
18 FEB 2023
P. VENKATESHWARLU
MANAGER PURCHASE

INSTALLATION REPORT

Company/ firm:	SOV LLP	Requisition nos.:	212098
Project:	SOV - III	PO no.:	97380
Supplier:	M.Sudharshan	Material type:	Windows

Details of installation:

Sl. No.	Date of installation	Unit no.	Material details	Size	Qty
1.	08/3/23	163	upvc fixed	1200x1200	1 no
2.	"	"	Sliding with mesh	900x1200	1 no
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
				Total:	2 nos

Remarks:

	Project manager	Security	Admin (Audit)
Approved by	APPROVED BY 08 MAR 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.