

PURCHASE DIVISION
Advice for approval for credit to supplier

(E)

Date: 25-03-23		Prepared by: S. Jayasudha		Serial no. 15997	
Supplier name: M/S. Leela Steel Railings & Furniture		HO inward no.			
Firm/Company: Govt Up		Project: Govt part III		HO received date	
PO/WO date: 28-2-23		PO/WO No. 97654		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	116	23-3-23	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.: 118420	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		3-04-23	
Remarks: Final bill			

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. S. S. S.			
Sign:					
Date		27 MAR 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 Up

Invoice No.

116Date : 23/03/23

Delivery Note :

Made of Payment :

Buyers Order No. : 97654Date : 28/02/23

Despatched Through:

Destination :

GST No. : 36ADBPS3288A227Cherlapally

Sl. No.	Description of Goods	HSN Code	Qty	Rate	Amount Rs. Ps.
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1.

SS Railing - For - 161.

964000

SS.

350/-

19,250/-

INWARD	
Inward No. <u>3654</u>	Dr: <u>23/3/23</u>
MRN No. <u>18420</u>	Dr: <u>23/3/23</u>
Received By: <u>[Signature]</u>	Sign: <u>[Signature]</u>
(Silver Oak Villas-Part-III)	

GST No. : **36CRBPB0826R1Z0**

Gross Value

19,250/-

Rupees in words: Twenty Two
Thousand seven hundred
Eighteen Rupees only

Add CGST 9 %

1,732.5

Add SGST 9 %

1,732.5

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

22,715/-

For LEELA STEEL RAILING & FURNITURE
[Signature]
 Proprietor

Purchase Order

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28-02-2023 17:24:05

Or



97654

16.02.23 5:15:18

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

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

GSTIN 36CRBPB0826R1Z0

8125765219

Doc No

97654

212126

Doc Date

28-02-2023

Quote No

Nil

Quote Date

28-02-2023

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. 161SS railing fixing 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: 27-02-2023	
Site & Phase :		Sov III		Time: 14:50	
Unit No./Block No.		For villa no 161 SS railing fixing purpose			
Supplier:				Req. No. 212126	
Material required before date:		10-03-2023		ID No. 84699	
S No	Item	Qty required	Qty available at site	Order Qty	Inward No Inward Date
1	STEL4802-Steel-Railing-Stainless steel--900Hmm-Rnts	16.8	0	16.8	
2					
3					
4					
5					
6					
7					
8					
9					
10					
Remarks:		For villa no 161 SS railing fixing purpose			
Prepared By:		Engineer		Project Manager	
Approved By:		B.Meenakshi		MD	
Sign & Date:		K.Purshotham		Purchase APPROVED 28 FEB 2023 P. VENKATESHWARLU MANAGER PURCHASE	
				27-02-2023	

po.no. 97854

INSTALLATION REPORT

Company/ firm:	SOV LLP	Requisition nos.:	212126
Project:	SOV - II	PO no.:	97654
Supplier:	M/S Leela Steel Railing Fabricator	Material type:	SS Railing

Details of installation:

Sl. No.	Date of installation	Unit no.	Material details	Size	Qty
1.	23/3/23	161	SS Railing	900 Hmm	55 Rft
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
Total:					55 Rft
Remarks:					

Approved by	APPROVED BY Project manager	Security	Admin (Audit)
	3 MAR 2023	<i>[Signature]</i>	

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.