PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	17/04/23	Prepared by	V.RAVI	Serial no.	16381
Supplier name	Rainbow UPVC Doors & Windows			HO inward no.	
Firm/Company	SOVLLP	Project	SOV-III	HO received date	
PO/WO date		PO/WO No.		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	GST-27/22/23	24/08/22	106,155-75	✓ □ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			106,155.75
Proof of delivery by way of: ✓ □ DCs/bill □ Steel report □ RMC pour report □ Solid block report ✓ □ Installation report			
MRN nos.:	11031.	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:			106,155.75
Amount E – PO / WO value:			104,621,75
Amount F – Difference (A – E):			1534
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	18/04/23.		
Remarks: final bill & close this PO.			

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:		[signature]			
Date		17/04/23.			
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.

PROPERTIES PVT. LTD. * SEC'BAD * INWARD No. 8535 Date 17/5/ Sign.

Form for closure of purchase order

PO no.: 90976	PO date: 25/7/22	Req. no.: 184487	Advice Scan ID	
Barcoded PO available □ Y/N	Invoice original available □Y/□N Copy available	POD available □Y/□ N		

Data required from site/engineers:

MRN nos. related to PO: 111031

□ Part material received.	☑ Full material received.	□ Material not received.
□ Close PO – Balance material will be re-ordered by new requisition.		
□ Cancel PO. Material not required.	□ Cancel PO. Material will be re-ordered by new requisition	
□ Keep PO open. Material required.	□ Keep PO open. Work under progress.	

Remarks by engineer: Windows Installation done

Notes: 1. Provide details of material received by way of separate attachment. 2. Provide scanned copy of DCs/proof of delivery + PO. 3. Provide copies of invoices if available. 4. This entire set to be scanned and sent to Ravi.

Prepared by: K. Tulasi Rani	Sign:	Date: 07/4/23

Data required from accounts:

□	Checked with E&D for receipt of bills.	
☑ Bills not received against this PO.	□ Part bill received against this PO.	□ All bills received against this PO.
☑ Advance paid against this PO	Amount paid: 10,462/-	Date of payment: 19/08/22

Details of part bill received:

Sl. No.	Bill no.	Bill date	Bill amount	Cr. given to supplier
1.				
2.				
3.				

Remarks by Accountants: Bills Not Received

Prepared by: P. Ramesh	Sign:	Date: 12/4/23

Notes: 1. POs/WOs issued for turnkey works - may have been processed by E&D. Check before filling the above.

Prepared by:	Sign:	Date:

Remarks by Ravi + details of bills to be approved:

Sl. No.	Bill no.	Bill date	Bill amount	MRN no.
1.	GST-27/22/23	24.08.22	106,155-75	111031
2.				
3.				

Remarks: Need MD's Approval for enclosed Certified True copy.

Prepared by: Ravi	Sign:	Date: 12/04/23

Advice by MD - action to be taken.

☑ Get certified bill from supplier (not original).		□ Prepare bill in SSLLP for material supplied.	
☑	Thereafter, prepare advice for credit to supplier and send to Soham for processing.		
☑	Close PO	□	Keep PO open. Material awaited
□	Accounts to be reconciled with supplier. Get supplier's ledger.		

Remarks:

Approved by: Soham	Sign:	Date:

APPROVED BY
17 APR 2023
SOHAM MODI
MANAGING DIRECTOR

INSTALLATION REPORT

Company/ firm:	Silver oak villas	Requisition nos.:	184487
Project:	SOV - (II)	PO no.:	90976
Supplier:	Rainbow UPVC	Material type:	UPVC windows

Details of installation: Windows & Doors

Sl. No.	Date of installation	Unit no.	Material details	Size	Qty
1.	27/8/22	157	UPVC sliding with mesh	6'x4'	6 No's
2.	"	"	UPVC Sliding with mesh	3'x3'	1 No
3.	"	"	UPVC openable	2'x4'	4 No's
4.	"	"	UPVC ventilator top hung	2'x2'	3 No's
5.	"	"	UPVC fixed	3'x4'	1 No
6.	"	"	UPVC fixed	4'x4'	1 No
7.	"	"	UPVC sliding with mesh	4'x4'	1 No
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
				Total:	17 No's

Remarks:

Approved by	Project manager	Security	Admin (Audit)
	APPROVED BY 30 AUG 2022 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.

Purchase Order

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			
Rainbow UPVC Doors and Windows	**Doc No**	90976	184487
Plot no. 8A, IDA, Patancheru, Sangareddy Dist.	**Doc Date**	25-07-2022	
	Quote No	Nil	
GSTIN 36AAXFR3365G1ZN	**Quote Date**	09-03-2022	
9100007123	**SupplyType**	Supply And Installation	

Kind Attn : Mr. Shiva Kumar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	512600 - WIND-Windows - UPVC-Sliding with mesh- - 1800WX1200Hmm - Nos *6'X4'-06 Nos-144 Sft*	6.00	8,160.00	0.00	18.00	57,772.80
2	657300 - WIND-Windows - UPVC-Sliding with mesh- - 900WX1050Hmm - Nos *3'X31/2'-01 No-11 sft*	1.00	4,042.50	0.00	18.00	4,770.15
3	973900 - WIND-Windows - UPVC-Openable- - 600WX1200Hmm - Nos *2'x4'-04 Nos-32 Sft*	4.00	3,920.00	0.00	18.00	18,502.40
4	415200 - WIND-Windows - UPVC-Ventilator top hung - - 600WX600Hmm - Nos *2'x2'-03 Nos-12 Sft*	3.00	2,060.00	0.00	18.00	7,292.40
5	757800 - WIND-Windows - UPVC-Fixed- - 900WX1200Hmm - Nos *3'x4'-01 No-12 Sft*	1.00	3,900.00	0.00	18.00	4,602.00
6	498200 - WIND-Windows - UPVC-Fixed- - 1200WX1200Hmm - Nos *4'x4'-01 No-16 Sft*	1.00	3,900.00	0.00	18.00	4,602.00
7	503800 - WIND-Windows - UPVC-Sliding with mesh- - 1200WX1200Hmm - Nos *4'x4'-01 No-16 Sft*	1.00	6,000.00	0.00	18.00	7,080.00
				Total Order Value . . .		**104,621.75**

Rupees : One Lakh(s) Four Thousand Six Hundred Twenty One and Paise Seventy Five Only.

Terms and Conditions :-

Specification /	As per details given in the quotation dt. 09/03/2022.
Payment Terms	10% as advance & balance on delivery of materials and receipt of invoice. Advance paid to be proportionately deducted.
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	Included in the above price.
Warranty	1 year on workmanship.
Advance Paid	Rs.10,462/-Cheque Dt---22/08/22.
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for Villa No-157 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.

For ***Silver Oak Villas LLP***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Rainbow UPVC Doors and Windows***

Name : ____________ Name : ____________ Date : __/__/____

Purchase Order

 12-04-2023 11:23:16 Original / Office Copy / Purchase Div.Copy

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

Accepted the above Terms And Conditions

For ***Rainbow UPVC Doors and Windows***

Name : ______________________

Name : ______________________

Date : __/__/___

RAINBOW UPVC DOORS AND WINDOWS

RAINBOW
UPVC DOORS AND WINDOWS

Plot No. 8A, I D A, Patancheru, Sangareddy Dist
Tel.+91 9100007123 email: rainbowupvc2018@gmail.com
GSTIN : 36AAXFR3365G1ZN

TAX INVOICE

Invoice No: GST-27- 2022/2023 DATE : 24-08-2022 Delivery Location: Silver Oak Villas Part III	To Silver Oak Villas LLP 5-4-187/3&4,II nd floor, MG Road, Secunderabad-500003 GSTIN : 36ADBFS3288A2Z7 PO No: 90976 Dated: 25-07-2022

S.NO	HSN CODE	DESCRIPTION OF GOODS	QTY	SFT	RATE	AMOUNT
1	39252000	512600-WIND-Windows-UPVC Sliding With mesh- 6' x 4'	6	144	340.00	48,960.00
2	39252000	657300-WIND-Windows-UPVC Sliding With mesh- 3' x 3' 1/2'	1	10.50	385.00	4,042.50
3	39252000	973900-WIND-Windows-UPVC -Openable- 2' x 4'	4	32	490.00	15,680.00
4	39252000	415200-WIND-Windows-UPVC -Ventilator top hung- 2' x 2'	3	12	515.00	6,180.00
5	39252000	757800-WIND-Windows-UPVC -Fixed- 3' x 4'	1	12	325.00	3,900.00
6	39252000	498200-WIND-Windows-UPVC -Fixed- 4' x 4'	1	16	325.00	5,200.00
7	39252000	503800-WIND-Windows-UPVC Sliding With mesh- 4' x 4'	1	16	375.00	6,000.00
						-
						-
						-

Ac/No : 919020007284349 Bank : AXIS BANK,PATANCHERU BRANCH. IFSC : UTIB 0000687	SUB TOTAL Forwarding CGST SGST IGST 0.00% Round Off	 9% 9%	89,962.50 0.00 8096.63 8096.63 0.00 0.00
Total: Rupees One Lakh Six Thousand One Hundred and Fifty Five and Paise Seventy Five Only.			1,06,155.75

Received Signature with seal	For RAINBOW UPVC DOORS AND WINDOWS Rainbow UPVC Doors And Windows Sruti Authorized Signatory

SUMMIT SALES LLP
IN WARD
No:
Date: 16 | 11 | 22
Sign: L
R.R. DIST.

"TRUE COPY"