PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	12/5/23	Prepared by	V. RAVI	Serial no.	17542
Supplier name	M/s Leela Steel Railing & Fixing.			HO inward no.	
Firm/Company	SOVLLP	Project	SOV-III	HO received date	
PO/WO date	28/2/23	PO/WO No.	97647.	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	127	28/2/23	22,715-00	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	22,715-00
Proof of delivery by way of: ☑ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☑ Installation report	
MRN nos.: 118509	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:	22,715-00
Amount E – PO / WO value:	22,715-00
Amount F – Difference (A – E):	NIL
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	15/5/23.
Remarks: Final Bill & close this P.O	

Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:					
Date		12/5/23	APPROVED BY 12 MAY 2023 SOHAM MODI MANAGING DIRECTOR		
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.

MODI PROPERTIES PVT. LTD. SEC'BAD INWARD No. 1937 Date 12/5/23 Sign.

Form for closure of purchase order

PO no.: 97647	PO date: 28/2/23	Req. no.: 212124	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
□ 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:
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: 29/4/23
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: · Date of payment:
Details of part bill received:

No advance

?

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

Remarks by Accountants: Bills not received

Prepared by: Shaik Haina · Sign: · Date: 03/05/23

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.	126	04.5.23	~~26,803.00~~	118509.
2.			22,715-00	
3.				

Remarks: Need Invoice from vendor.

Prepared by: Ravi · Sign: · Date: 04/5/23

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
- 5 MAY 2023
SOHAM MODI
MANAGING DIRECTOR

NOTE:- Advance not paid sir,
Kindly approve pls.
05/5/23. 05/05/23.

Form for closure of purchase order dt 09-03-23 ver5.docx

INSTALLATION REPORT

Company/ firm:	SOV LLP	Requisition nos.:	212124
Project:	SOV-III	PO no.:	97647
Supplier:	Mr. Mohan Ram	Material type:	SS Railing

Details of installation:

Sl. No.	Date of installation	Unit no.	Material details	Size	Qty
1.	03/5/23	154	SS Railing	900H mm	16.8 Rmts
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15,					
				Total:	16.8 Rmt

Remarks:

	Project manager	Security	Admin (Audit)
Approved by	APPROVED BY 04 MAY 2023		

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

 02-03-2023 16:10:39 Original / Office Copy / Purchase Div.Copy

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**	97647	212124
	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 /	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	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. 154SS 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 : __/__/____

Purchase Order

 28-02-2023 17:24:05

97647
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	**Doc No**	97647	212124
H.no. 1-5-42/1, Indra Nagar, Venkateshwara Temple, Secunderabad - 03.	**Doc Date**	28-02-2023	
	Quote No	Nil	
GSTIN 36CRBPB0826R1Z0	**Quote Date**	28-02-2023	
8125765219	**SupplyType**	Supply	

Kind Attn : Mr. Mohan Ram

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For ***Silver Oak Villas LLP***

Authorised Signatory

Veerr

Name : ____________

Accepted the above Terms And Conditions

For ***Mr. Mohan Ram***

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 154 SS railing fixing purpose						
Supplier:		Req. No.	212124				
Material required before date:	10-03-2023	ID No.	84701				
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:	For villa no 154 SS railing fixing purpose						
	Engineer	Project Manager		Purchase		MD	
Prepared By:	B.Meenakshi						
Approved By:	K.Purshotham						
Sign & Date:	27-02-2023						

PO. no. 97647

APPROVED
28 FEB 2023
P. VENKATESHWARLU
MANAGER PURCHASE

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 secunderabad
GST No. : 36ADBFS3288A2Z7

Invoice No.	127	Date :	28-2-2023
Delivery Note :	97647	Made of Payment :	
Buyers Order No. :		Date :	28-2-2023
Despatched Through:		Destination :	

Sl. No.	Description of Goods	HSN Code	Qty	Rate	Amount Rs. Ps.
1	S.S. STEEL Railing. V. 154	7306	55	350	19250/-

For LEELA STEEL RAILING
मोहनराम
Proprietor

GST No. : 36CRBPB0826R1ZO	Gross Value	19250/-
Rupees in words: Twenty two Thousand seven hundred fifteen only/-	Add CGST 9 %	1732.5/-
	Add SGST 9 %	1732.5/-
	Add IGST %	
	GRAND TOTAL	22715

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

"TRUE COPY"

मोहनराम
Proprietor