PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	30/05/23	Prepared by	V.RAVI	Serial no.	18604
Supplier name	Mahaveer Glass Plywood - Madurai			HO inward no.	
Firm/Company	SOVOA	Project	-	HO received date	
PO/WO date	23/09/22	PO/WO No.	92243	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	MG/2022-23/039	08.10.22	17,921-00	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	17,921-00

Proof of delivery by way of: ☑ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report

MRN nos.:	115704	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:	17,921-00
Amount E – PO / WO value:	17,331-13
Amount F – Difference (A – E):	590-00
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	02/06/23.
Remarks:	-final bill & close this po.

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:					
Sign:					
Date					
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.

APPROVED BY
31 MAY 2023
SOHAM MODI
MANAGING DIRECTOR

Form for closure of purchase order

PO no.:	92243	PO date:	23/9/22	Req. no.:	191028.	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	115704.

□ 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: B. Meenakshi	Sign:	Date: 11/03/23.

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:

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

Remarks by Accountants:

Prepared by: P. Ramesh	Sign:	Date: 13/3/23

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.				
2.				
3.				

Remarks: Certified bill copy required.

Prepared by: Ravi	Sign:	Date: 15/03/23

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
16 MAR 2023
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

 09-02-2023 10:03:57 Original / Office Copy / Purchase Div.Copy

From Company : **Silver Oak Welfare Association**

.

G S T No. : .

Supplier Details			
Mahaveer Glasss Ply wood	**Doc No**	92243	191028
Plot No.53, Bhavani Complex, Mallapur, Nacharam, Hyderabad-500 076..	**Doc Date**	23-09-2022	
	Quote No	Nil	
GSTIN 36AIWPP3583D1ZQ	**Quote Date**	14-09-2022	
9246118825/9440684764. 9246118825	**SupplyType**	Supply	

Kind Attn : Mr. Dhansukh Patel/Ramesh Patel

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	305800 - DOOR-Doors - Glass Door-Toughened glass- - 2100X900MM - Sqm *7'x3'*	1.95	7,532.00	0.00	18.00	17,331.13
					Total Order Value . . .	**17,331.13**

Rupees : Seventeen Thousand Three Hundred Thirty One and Paise Thirteen Only.

Terms and Conditions :-

Specification /	7'x3' toughened glass door ozone patch fittings and floor springs, brand - saint gobain,12 mm thickness.
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Next Day.
Delivery Location	Silver Oak Villas Part III Sy .No.11,12,14,15,16,17,18 , 294 Phone. 0
Penality For Delay	Nil
Transportation	Extra.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications.Club house banquet hall purpose.
Completion Date	NA
Measurment	Nil
Security	Nil
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 Welfare Association***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Mahaveer Glasss Ply wood***

Name : ____________________

Name : ____________________

Date : __/__/____

Contact - -

Tax Invoice

MAHAVEER GLASS PLYWOOD HARDWARE

Shop No. 7 & 8, Plot No.53, Bhavani Complex, Beside Noma Function Hall, Mallapur, Hyderabad - 500076
Email : wnpsupershop@yahoo.com Contact No. 9246118825

GSTIN NO : 36AIWPP3583D1ZQ | PAN NO : AIWPP3583D

Tax Invoice No.: MG/2022-23/039
Date of Tax Invoice: 08/10/2022
Reverse Charge (Y/N):
State: Telangana | State code | 36

P.O No : 92243/191028
Date:-30/08/22/2022

Bill to Party

Silver oak welfare assoiation

Ship to Party

Sno	Description of Goods	HSN CODE	Qty	Units	Rate	Taxable value	CGST Rate	CGST Amt.	SGST Rate	SGST Amt.	IGST Rate	IGST Amt.	Total
	State : Telangana		State code			36	State Telangana				State code		36
1	12 MM TOUGHEN Glass 7'*3'	7007	1.95	SQ MT	7532	14687.4	9%	1322	9%	1322			17331.13
2	FIGHT		1	NOS	500	500	9%	45	9%	45			590.00
					Total	15187.4		1366.9		1366.9			17921.13

AMOUNT IN WORDS: (seventeen thousand nine hundred twenty oneOnly)

TOTAL AMOUNT BEFORE TAX		15187.40
ADD : CGST	9%	1366.87
ADD : SGST	9%	1366.87
R/O		
TOTAL AMOUNT BEFORE R/O		17921.13
R/O		-0.13
TOTAL AMOUNT AFTER R/O		17921.00

BANK DETAILS:

Account Name: MAHAVEER GLASS PLYWOOD HARDWARE
Account No. : 31130611148
Bank Name : State Bank Of India
Branch : HMT Nacharam
IFSC / RTGS Code: SBIN0007109

TERMS AND CONDITIONS

1. Goods once sold will not be taken back or exchange.
2. Payment Rs 500/- will be charged for every dishonoured cheque.
3. We are not responsible for shortage,damage or breakage in transit.
4. Interest @24% P.a. will be charged for late payment after one week from the date of
5. All disputes subject to Hyderabad Jurisdiction.

For Mahaveer Glass Plywood Hardware

Authorised Signatory

INWARD
Inward No: 10037 Dt: 30/12/22
MRN No: 15704 Dt: 30/12/22
Received By: Sign:
(Silver Oak Villas-Part-III)

Purchase Order

 29-09-2022 11:02:58 AM Original / Office Copy / Purchase Div.Copy

From Company : **Silver Oak Welfare Association**

.

G S T No. : .

Supplier Details			
Mahaveer Glasss Ply wood	**Doc No**	92243	191028
Plot No.53, Bhavani Complex, Mallapur, Nacharam, Hyderabad-500 076..	**Doc Date**	23-09-2022	
	Quote No	Nil	
GSTIN 36AIWPP3583D1ZQ	**Quote Date**	14-09-2022	
9246118825/9440684764. 9246118825	**SupplyType**	Supply	

Kind Attn : Mr. Dhansukh Patel/Ramesh Patel

Purchase Order for the Supply of following Items.

	Item Name	**Qty**	**Rate**	**Dis%**	**GST**	**Amount**
1	305800 - DOOR-Doors - Glass Door-Toughened glass- - 2100X900MM - Sqm *7'x3'*	1.95	7,532.00	0.00	18.00	17,331.13
					Total Order Value . . .	**17,331.13**

Rupees : Seventeen Thousand Three Hundred Thirty One and Paise Thirteen Only.

Terms and Conditions :-

Specification /	7'x3' toughened glass door ozone patch fittings and floor springs, brand - saint gobain,12 mm thickness.
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Next Day.
Delivery Location	Silver Oak Villas Part III Sy .No.11,12,14,15,16,17,18 , 294 Phone. 0
Penality For Delay	Nil
Transportation	Extra.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications.Club house banquet hall purpose.
Completion Date	NA
Measurment	Nil
Security	Nil
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 Welfare Association***

Authorised Signatory

Name : ______ Venu 01/10/22

Contact - -

Accepted the above Terms And Conditions

For ***Mahaveer Glasss Ply wood***

Name : ______

Date : __/__/____

Estimate

 28-09-2022 3:31:20 PM

Copy

From Company : **Silver Oak Welfare Association**

.

G S T No. : .

92243
16.09.22 3:01:07

Supplier Details			
Mahaveer Glasss Ply wood	**Doc No**	92243	191028
Plot No.53, Bhavani Complex, Mallapur, Nacharam, Hyderabad-500 076..	**Doc Date**	23-09-2022	
	Quote No	Nil	
GSTIN 36AIWPP3583D1ZQ	**Quote Date**	14-09-2022	
9246118825/9440684764. 9246118825	**SupplyType**	Supply	

Kind Attn : Mr. Dhansukh Patel/Ramesh Patel

Estimate for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	305800 - DOOR-Doors - Glass Door-Toughened glass- - 2100X900MM - Sqm *7'x3'*	1.95	7,532.00	0.00	18.00	17,331.13
					Total Order Value . . .	**17,331.13**

Rupees : Seventeen Thousand Three Hundred Thirty One and Paise Thirteen Only.

Terms and Conditions :-

Specification /	7'x3' toughened glass door ozone patch fittings and floor springs, brand - saint gobain,12 mm thickness.
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Next Day.
Delivery Location	Silver Oak Villas Part III Sy .No.11,12,14,15,16,17,18 , 294 Phone. 0
Penality For Delay	Nil
Transportation	Extra.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications.Club house banquet hall purpose.
Completion Date	NA
Measurment	Nil
Security	Nil
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 MDs APPROVAL
- ☐ High Value/quantity beyond limits.
- ☐ Po/Req. processed-post approval.
- ☑ Approval for technical details/clarification.
- ☐ Replenishing SSLLP stock
- ☐ Other

APPROVED BY
28 SEP 2022
SOHAM MODI
MANAGING DIRECTOR

For *Silver Oak Welfare Association*

Authorised Signatory

Name : Vamsy 28/09/22

Contact - -

Accepted the above Terms And Conditions

For *Mahaveer Glasss Ply wood*

Name :

Date : __/__/____

Requisition Form						
Company Name:	SOWA	Date:	14-09-2022			
Site & Phase :	SOV-III	Time:	3:00			
Unit No./Block No.	For Club house Banquet hall Purpose					
Supplier:		Req. No.	191028			
Material required before date:	16-09-2022	ID No.	79747			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	DOOR3058-Doors-Glass Door-Toughened glass--2100X900MM-Sqm 7' X 3'	1.95sq.m	0	1.95sq.m		
2						
3	Sri Sai rohith.					
4						
5	92243 Mr. Lakshman					
6						
7						
8						
9						
10						
Remarks:	For Club house Banquet hall Purpose (with Patch fittings)					
	Engineer	Project Manager	Purchase		MD	
Prepared By:	K.Tulasi Rani		APPROVED 23 SEP 2022 P. VENKATESHWARLU MANAGER PURCHASE			
Approved By:						
Sign & Date:						

Tax Invoice

MAHAVEER GLASS PLYWOOD HARDWARE

Shop No. 7 & 8, Plot No.53, Bhavani Complex, Beside Noma Function Hall, Mallapur, Hyderabad - 500076
Email : wnpsupershop@yahoo.com Contact No. 9246118825

GSTIN NO : 36AIWPP3583D1ZQ

PAN NO : AIWPP3583D

Tax Invoice No.: MG/2022-23/039
Date of Tax Invoice:08/10/2022
Reverse Charge (Y/N):
State: Telangana | State code | 36

P.O No : 92243/191026
Date:-30/08/22/2022

Bill to Party	Ship to Party
Silver oak welfare assoiation	

Sno	State : Telangana Description of Goods	HSN CODE	State code Qty	Units	Rate	36 Taxable value	State Telangana CGST Rate	CGST Amt.	SGST Rate	SGST Amt.	State code IGST Rate	IGST Amt.	36 Total
1	12 MM TOUGHEN Glass 7'*3'	7007	1.95	SQ MT	7532	14687.4	9%	1322	9%	1322			17331.13
2	FIGHT		1	NOS	500	500	9%	45	9%	45			590.00
					Total	15187.4		1366.9		1366.9			17921.13

AMOUNT IN WORDS: (seventeen thousand nine hundred twenty oneOnly)	TOTAL AMOUNT BEFORE TAX	15187.40
BANK DETAILS:	ADD : CGST 9%	1366.87
Account Name: MAHAVEER GLASS PLYWOOD HARDWARE	ADD : SGST 9%	1366.87
Account No. : 31130611148	R/O	
Bank Name : State Bank Of India	TOTAL AMOUNT BEFORE R/O	17921.13
Branch : HMT Nacharam	R/O	-0.13
IFSC / RTGS Code: SBIN0007109	TOTAL AMOUNT AFTER R/O	17921.00

TERMS AND CONDITIONS

1.Goods once sold will not be taken back or exchange.
2.Payment Rs 500/- will be charged for every dishonoured cheque.
3.We are not responsible for shortage,damage or breakage in transit.
4.Interest @24% P.a. will be charged for late payment after one week from the date of
5.All disputes subject to Hyderabad Jurisdiction.

For Mahaveer Glass Plywood Hardware

Authorised Signatory

INWARD
Inward No: 10037 Dt: 30/12/22
MRN No: 15704 Dt: 30/12/22
Received By: Sign:
(Silver Oak Villas-Part-III)

Tax Invoice

MAHAVEER GLASS PLYWOOD HARDWARE

Shop No. 7 & 8, Plot No.53, Bhavani Complex, Beside Noma Function Hall, Mallapur, Hyderabad - 500076
Email : wnpsupershop@yahoo.com Contact No. 9246118825

GSTIN NO : 36AIWPP3583D1ZQ — **PAN NO : AIWPP3583D**

Tax Invoice No.: MG/2022-23/039
Date of Tax Invoice:08/10/2022
Reverse Charge (Y/N):
State: Telangana — State code 36

P.O No : 92243/191028
Date:-30/08/22/2022

Bill to Party	Ship to Party
Silver oak welfare assoiation	
State : Telangana — State code 36	State Telangana — State code 36

Sno	Description of Goods	HSN CODE	Qty	Units	Rate	Taxable value	CGST Rate	CGST Amt.	SGST Rate	SGST Amt.	IGST Rate	IGST Amt.	Total
1	12 MM TOUGHEN Glass 7'*3'	7007	1.95	SQ MT	7532	14687.4	9%	1322	9%	1322			17331.13
2	FIGHT		1	NOS	500	500	9%	45	9%	45			590.00
					Total	15187.4		1366.9		1366.9			17921.13

AMOUNT IN WORDS: (seventeen thousand nine hundred twenty oneOnly)

TOTAL AMOUNT BEFORE TAX	15187.40
ADD : CGST 9%	1366.87
ADD : SGST 9%	1366.87
R/O	
TOTAL AMOUNT BEFORE R/O	17921.13
R/O	-0.13
TOTAL AMOUNT AFTER R/O	17921.00

BANK DETAILS:

Account Name: MAHAVEER GLASS PLYWOOD HARDWARE
Account No. : 31130611148
Bank Name : State Bank Of India
Branch : HMT Nacharam
IFSC / RTGS Code: SBIN0007109

TERMS AND CONDITIONS

1.Goods once sold will not be taken back or exchange.
2.Payment Rs 500/- will be charged for every dishonoured cheque.
3.We are not responsible for shortage,damage or breakage in transit.
4.Interest @24% P.a. will be charged for late payment after one week from the date of
5.All disputes subject to Hyderabad Jurisdiction.

For Mahaveer Glass Plywood Hardware

Mahaveer Glass Plywood Hardware

Authorised Signatory

"TRUE COPY"