PURCHASE DIVISION

Advice for approval for credit to supplier

19243

Date:	12-06-23	Prepared by	S. JaySudha	Serial no.	
Supplier name	Mr. M. Sudarshan			HO inward no.	
Firm/Company	SOV LLP	Project	Sov Part-III	HO received date	
PO/WO date	25/04/23	PO/WO No.	20230425048	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	223	11-05-23	1,01,719/-	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	1,01,719/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	Installation report attached 20230502014	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:	1,01,719/-
Amount E – PO / WO value:	1,01,719/-
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	19-06-23
Remarks:	final bill - 50% advance already paid

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		APPROVED			
Sign:					
Date		12 JUN			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

MANAGER PROCUREMENT

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.

MEMO

DATE & FROM:	TO & REMARKS.
05/06/2023	To,
MINISH	MD SIR
	Mr. M. Sudarshan Advance Payment
	Mentioned in other Debits
	Please Kindly look into this &
	Advice.
	Manual.

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

M. CODEX 144807 SCAN ID

Name : Silver oak Villas LLP
5-4-187/3&4 II Floor MG Road Sc-bad
GST No 36 ADBFS 3288 A2Z7

Bill No. 223 Date :

D.C No. Date : 11-05-2023

Order No 202304250048 Date :

Sl No	PARTICULARS	HSN CODE	FOR SIZE	QTY	FOR SFT	Amount Rs.	Ps.
	UPVC Windows						
1	1200MM x 1200MM Fixed 2NOS	3916		SFT 32-0	315=00	10080	00
2	600MM x 1200MM O/W 4NOS	"		32-0	485=00	15520	00
3	1800MM x 1200MM S/W 6NOS	"		144-0	335=00	48240	00
4	900MM x 1050MM S/W 1NO	"		10-5	385=00	4042	50
5	600MM x 600MM Venti 4NOS	"		16-0	520=00	8320	00
	VNO 177						
		SUB TOTAL				86202	50
		SGST %		9		7758	225
		CGST %		9		7758	225
		IGST %					
		GRAND TOTAL				101719	00

SUMMIT SALES LLP IN WARD No: 109657 Date: 22/5/23 Sign: R.R. DIST.

Rupees In Words : One Lakh one Thousand Seven hundred and Nineteen 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.

For **M. SUDARSHAN**

Sudarshan

Signature

INSTALLATION REPORT

Company/ firm:	SOV LLP	Requisition nos.:	2023042504 5
Project:	SOV-III	PO no.:	2023042504 8
Supplier:	M.Sudarshan	Material type:	UPVC windows

Details of installation:

Sl. No.	Date of installation	Unit no.	Material details	Size	Qty
1.	2/5/23	177	upvc sliding with mesh	1800x1200	6 no's
2.	"	"	"	900x1050	1 no
3.	"	"	upvc openable	600x1200	4 no's
4.	"	"	upvc fixed	1200x1200	2 no's
5.	"	"	ventilator top hung	600x600	4 no's
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15,				Total:	17 no's

Remarks:

	Project manager	Security	Admin (Audit)
Approved by			

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

Original

From Company:	Silveroak Villas LLP 5-4-187/3&4, IInd FloorSoham MansionM.G.Road Secunderabad,TELANGANA.500003 GSTNO:36ADBFS3288A2Z7	Delivery Location:	Silver Oak Villas III Sy .No.11,12,14,15,16,17,18 , 294Cherlapally Hyderabad,Telangana,501301 Prushotham,9502177288

Supplier Details				
Mr. M. Sudarshan Ho.No. 1348, Pioneer Bazar, Bollarum, Secunderabad. Hyderabad,TG,500010 GSTIN:36BBIPM8347N1ZW Mr. M. Sudarshan,9849102251 sudarshan.maheswaram@yahoo.com	PO No	20230425048	Quote No	Nill
	PO Date	25 Apr 2023	Quote Date	27 Apr 2023
	Supply Type		Requisition Num	20230425045

SNo.	Item Name	Addl Spec	Qty	Rate	Dis%	Taxable Amount	GST%						Amount
							IGST%	CGST%	SGST%	IGST AMT	CGST AMT	SGST AMT	
1	WIND6386-Windows-UPVC-Fixed--1200WX1200Hmm-Nos		2.00	5,040.00	0%	10,080	0%	9%	9%	0	907	907	11,894
2	WIND4727-Windows-UPVC-Openable--600WX1200Hmm-Nos		4.00	3,880.00	0%	15,520	0%	9%	9%	0	1,397	1,397	18,31 4
3	WIND1012-Windows-UPVC-Sliding with mesh--1800WX1200Hmm-Nos		6.00	8,040.00	0%	48,240	0%	9%	9%	0	4,342	4,342	56,92 3
4	WIND3229-Windows-UPVC-Sliding with mesh--900WX1050Hmm-Nos		1.00	4,042.50	0%	4,043	0%	9%	9%	0	364	364	4,77 70
5	WIND9831-Windows-UPVC-Ventilator top hung--600WX600Hmm-Nos		4.00	2,080.00	0%	8,320	0%	9%	9%	0	749	749	9,8 18
								Total Amount ...		0	7,758	7,758	1,01,7 19

Rupees in words : One Lakh One Thousand Seven Hundred And Nineteen Only.

Terms and Conditions:-

Additional Specifications As per given quotation.

27/04/23 04:20:01 PM

Purchase Order

Original

Tax :	Inclusive of GST and other taxes.
Delivery Date :	Within 25 days of PO
Delivery Location :	As given above.
Transport:	By Vendor
Advance Paid :	Rs. 50,860-RTGS/ NEFT
Payment Terms :	50% advance balance after delivery & completion of work.
Bill submission:	Proof of delivery & original invoice must be delivered to Second floor, Soham Mansion, M.G. Road, Secunderabad- 03.Do not send to site.
Other Terms:	Delivery location SOV-III,contact person Purshotham sir, Mobile no. 9502177288

Notes:

1. This is a digitally generated order and no signature is required.
2. In case the vendor is unable to accept the order and supply the material, they must intimate the same by email to purchase@modipropertic s.com.
3. Vendors must obtain acknowledgment from site as proof of delivery (POD) on relevant document like DC, e-way bill, packing list, etc.
4. Vendor must send original invoices to our head office (HO) on the address mentioned above. Do not send the original invoices to sites or purchase division office. An acknowledgment on a copy of the invoice will be provided upon request at our HO.
5. We reserve the right to cancel this PO and seek refund of the advance paid in case of delay in delivery or items delivered are not as per specifications, including delivery of defective material.
6. Payment against delivery /installation shall only be made after receipt of original signed invoice at HO.

APPROVED
27 APR 2023
P. VENKATESHWARLU
MANAGER PURCHASE

Requisition Form

Company Name	Silveroak Villas LLP	Date	25 Apr 2023
Site Or Phase	Silver Oak Villas III	Time	03;23:36
For Use In Flat/Villa/Other	For Villa no.177 purpose	Req.No.	20230425045
Material required before date			

S.No	Description	Add Spec	Qty Required	Qty Available at Site	Order Qty	Last Rate	Inward No	Date
1	WIND1012-Windows-UPVC-Sliding with mesh--1800WX1200Hmm-Nos	8,040	6.00	23	6.00	9,544.00		
2	WIND3229-Windows-UPVC-Sliding with mesh--900WX1050Hmm-Nos	4,042.50	1.00	4	1.00	6,476.00		
3	WIND4727-Windows-UPVC-Openable--600WX1200Hmm-Nos	3,880	4.00	17	4.00	4,994.00		
4	WIND6386-Windows-UPVC-Fixed--1200WX1200Hmm-Nos	5,000	2.00	227	2.00	4,456.00		
5	WIND9831-Windows-UPVC-Ventilator top hung--600WX600Hmm-Nos	2,080	4.00	9	4.00	2,431.00		

PO Num	Date	Type	Status
20230425048	25 Apr 2023	PO	Open PO

Sno	Role	User	Remarks	Date And Time
1	Const-Data Entry Operator	Tulasi	For Villa no.177 purpose	25 Apr 2023 03:15:35 pm
2	Const-Data Entry Operator	Tulasi		25 Apr 2023 03:23:36 pm
3	Const-Mgr	Purshotham. K	System Generated:This Requisition Has Been Approved	25 Apr 2023 05:25:12 pm

Prepared By :- Tulasi	Approved By:-
Sign:-	Sign:-
Date :- 25 Apr 2023	Date:-

APPROVED
27 APR 2023
P. VENKATESHWARLU
MANAGER PURCHASE

Note: On receipt of material at site write inward number and date in last two columns