PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	20-6-23	Prepared by	S. Jaysudha	Serial no.	19600		
Supplier name	Mr. M. Sudarshan			HO inward no.			
Firm/Company	SOV LLP	Project	SOV-III	HO received date			
PO/WO date	25-4-23	PO/WO No.	20230425048	Scan ID.			

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	223	11-5-23	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	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	26-6-23
Remarks: Final bill - 50% advance paid. Rs. 50,860 - balance to pay	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		APPROVED			
Sign:		20 JUN 2023			
Date		MINISH PARIKH MANAGER PROCUREMENT			
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 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 A 2 Z 7

Bill No. 223 Date :
D.C No. Date : 11-05-2023
Order No 20230425048 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						

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

SUB TOTAL			86202	50
SGST %	9		7758	225
CGST %	9		7758	225
IGST %				
GRAND TOTAL			101719	00

Rupees In Words : One Lakh one thousand Seven hundred and Nineteen Only

TERMS & CONDITIONS :

1. Goods once sold wiil 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.:	2023042 5045
Project:	SOV-III	PO no.:	2023042 5048
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:

Approved by	Project manager	Security	Admin (Audit)

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.