

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-TII		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
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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:					
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.

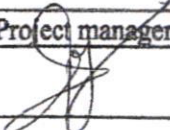
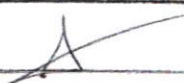
INSTALLATION REPORT

Company/ firm:	SOV LLP	Requisition nos.:	20230425045
Project:	SOV-II	PO no.:	20230425048
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 operable	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.