PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	21/7/22	Prepared by	Chinnai	Serial no.	
Supplier name	SRI BHAVANI DIGITALS			HO inward no.	
Firm/Company	Nilgiri Estate	Project	N.E	HO received date	
PO/WO date	16/7/22	PO/WO No.	90114	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	23/400	13/7/22	29118	☐ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	

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

MRN nos.:	109925	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:	29118
Amount E – PO / WO value:	29118
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	25/7/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Chinnai				
Sign:	[signature]	[signature]			
Date	21/7/22	APPROVED BY 26 JUL 2022			
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.

SRI BHAVANI DIGITALS

Cell :9391166777
Phone : 27116677

32-70/1, Bank Colony, R.K. Puram, Secunderabad-56.

INVOICE

Invoice No: 2022-23/40 **Date:13.07.2022**

To,
M/s. **Nilgiri Estates**
5-4-187/3&4,IInd Floor,
MG Road,Secunderabad-05.

GSTIN:36AAHFN0766F1ZA

HSN CODE: 4911

S.No.	Size		Qty	Particulars	Rate	Date of	Amount	Type of
1	40	25	1	Yamnampet	10.5	01.07.22	10,500	B/F/L
2	40	25	1	Mounting Charges	5	"	5,000	B/F/L
3	6	4	1	Yamnampet	10.5	"	252	B/F/L
4	9.5	5.6	1	Yamnampet	10.5	"	559	B/F/L
5	25	25	1	Rampally	10.5	"	6,563	B/F/L
6	25	25	1	Mounting Charges	5	"	3,125	B/F/L
							25,998	
				Add:CGST @ 6%			1,560	
				Add:SGST @ 6%			1,560	
						Total	**29,118**	

Rupees in words: **Twenty Nine Thousand One Hundred Eighteen Only**

Pan Card No: AEQPR6876M
GSTIN: 36AEQPR6876M1ZA

Bank Details: Union Bank Of India
A/c No: 541001010050245
IFSC No: UBIN0906409
Secunderabad Sainikpuri Branch

For **SRI BHAVANI DIGITALS**

Purchase Order

 16-07-2022 10:52:27

90114
14.07.22 12:47:26

From Company : **Nilgiri Estates**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003.
G S T No. : 36AAHFN0766F1ZA

Supplier Details			
Sri Bhavani Digitals	**Doc No**	90114	167181
32-70/1, Bank Colony, Beside flyover bridge, Ramakrishna puram, Secunderabad-56	**Doc Date**	16-07-2022	
	Quote No	Nil	
GSTIN -	**Quote Date**	16-07-2022	
040-27116677 040-27116677	**SupplyType**	Supply	

Kind Attn : R. Mallesh

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	IGST	Amount
1	7627 - Stationery - printing - Hoarding Design - NA - nos *NE Hoarding Flex - 40 x 25*	1.00	10,500.00	0.00	12.00	11,760.00
2	7627 - Stationery - printing - Hoarding Design - NA - nos *Mounting Charge*	1.00	5,000.00	0.00	12.00	5,600.00
3	7627 - Stationery - printing - Hoarding Design - NA - nos *NE Hoarding Flex - 25 x 25*	1.00	6,563.00	0.00	12.00	7,350.56
4	7627 - Stationery - printing - Hoarding Design - NA - nos *Mounting Charge*	1.00	3,125.00	0.00	12.00	3,500.00
5	7627 - Stationery - printing - Hoarding Design - NA - nos *NE Hoarding Flex - 6 x 4*	1.00	252.00	0.00	12.00	282.24
6	7627 - Stationery - printing - Hoarding Design - NA - nos *NE Hoarding Flex - 9.5 x 5.6*	1.00	559.00	0.00	12.00	626.08
					Total Order Value . . .	**29,118.88**

Rupees : Twenty Nine Thousand One Hundred Eighteen and Paise Eighty Eight Only.

Terms and Conditions :–

Specification / Brand	NE Hoarding Flex - 40 x 25, 25 x 25, 6 x 4, 9.5 x 5.6
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
Delivery Date	13-07-2022
Delivery Location	Nilgiri Estate Sy.No.143/133/134/135/136, Rampally Village. Phone. 9030931172
Penality For Delay	Nil
Transportation Cost	Nil
Warranty	Nil
Advance Paid	NIl
Other Terms	We reserve the right to reject items not conforming to quality and specifications.
Completion Date	13-07-2022
Measurment	Nil

For ***Nilgiri Estates***

Authorised Signatory

Name : ____________

Contact - -

Accepted the above Terms And Conditions

For ***Sri Bhavani Digitals***

Name : ____________

Date : __/__/____