PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	28/09/22	Prepared by	Venkatesh	Serial no.	
Supplier name	Maa Sai Seatings			HO inward no.	
Firm/Company	NE	Project	NE	HO received date	
PO/WO date	14/09/22	PO/WO No.	91948	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	128	22/09/22	35305.60	☑ Yes □ No
2.			–	□ Yes □ No
3.			–	□ Yes □ No
4.			–	□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	35305.60
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:		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:	35305=60
Amount E – PO / WO value:	35305=60
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	03/10/2022
Remarks:	Final Bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:					
Sign:		Venu			
Date		APPROVED 28 SEP 2022 P. VENKATESHWARLU MANAGER PURCHASE			
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 Invoice

(ORIGINAL FOR RECIPIENT)

MAA SAI SEATINGS
5th FLOOR,5-5-33,PLOT NO.105 TO 113/1
RK'S ELITE,MYTHRINAGAR ALLWYN COLONY
KUKATPALLY,HYDERABAD
GSTIN/UIN: 36AJZPK4074G1ZO
State Name : Telangana, Code : 36
E-Mail : maasaiseatings@gmail.com

Buyer (Bill to)
NILGIRI ESTATES
5-4-187/3&4,II ND FLOOR,
M.G.ROAD,SECUNDERABAD.
DELIVERY ADDRESS:
NILGIRI ESTATE
SY NO.143/133/134/135/136
RAMPALLY VILLAGE.
GSTIN/UIN : 36AAHFN0766F1ZA
State Name : Telangana, Code : 36

Invoice No. **128**	Dated **22-Sep-22**
Delivery Note	Mode/Terms of Payment
Reference No. & Date.	Other References **K.V.CHANDRASEKHAR**
Buyer's Order No. **91948/175528**	Dated **14-Sep-22**
Dispatch Doc No.	Delivery Note Date
Dispatched through	Destination
Terms of Delivery	

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Amount
1	**STORAGE UNITS** *SIZE : 1200X450X600*	9403	**2 nos**	6,960.00	nos	**13,920.00**
2	**WORKSTATION TABLE** *SIZE : 1200X600X750* *ONE DRAW+ONE STORAGE*	9403	**2 nos**	8,000.00	nos	**16,000.00**
						29,920.00
	CGST 9%					**2,692.80**
	SGST 9%					**2,692.80**
	Total		**4 nos**			**₹ 35,305.60**

E. & O.E

Amount Chargeable (in words)
INR Thirty Five Thousand Three Hundred Five and Sixty paise Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
9403	29,920.00	9%	2,692.80	9%	2,692.80	5,385.60
Total	**29,920.00**		**2,692.80**		**2,692.80**	**5,385.60**

Tax Amount (in words) : **INR Five Thousand Three Hundred Eighty Five and Sixty paise Only**

Company's Bank Details
Bank Name : **ICICI BANK**
A/c No. : **631205501075**
Branch & IFS Code: **KUKATPALLY & ICIC0006312**

Company's PAN : **AJZPK4074G**

Declaration
We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

for MAA SAI SEATINGS

Authorised Signatory

INWARD
No. 22926
By: Dt. 24/9/22
Nilgiri Estates

This is a Computer Generated Invoice

MRN closed

Purchase Order

 14-09-2022 14:47:10

91948
01.09.22 11:08:03

ıpy

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

Supplier Details			
Maa Sai Seatings 5-5-33, F 505,RKs Elite, Vignanpuri Colony, Kukatpally, Hyderabad - 72.	**Doc No**	91948	175528
	Doc Date	14-09-2022	
	Quote No	NIL	
GSTIN 36AJZPK4074G1ZO	**Quote Date**	04-05-2022	
9246243243	**SupplyType**	Supply	

Kind Attn : K.V. Chandra Sekhar

Purchase Order for the Supply of following Items.

	Item Name	**Qty**	**Rate**	**Dis%**	**GST**	**Amount**
1	5584 - Furniture - Storage Unit - Na - Sft *4' x 2' -2 No's*	16.00	870.00	0.00	18.00	16,425.60
2	5513 - Furniture - Tables - NA - nos *4' x 2'- one drawer and one storage cabinet*	2.00	8,000.00	0.00	18.00	18,880.00
				Total Order Value . . .		**35,305.60**

Rupees : Thirty Five Thousand Three Hundred Five and Paise Sixty Only.

Terms and Conditions :-

Specification / Brand	Brand as standard rate approved by MD.
Payment Terms	50% Advance and balance 50% after delivery and completion of the work.
Tax	All taxes included in above price.
Delivery Date	Within 7days.
Delivery Location	Nilgiri Estate Sy.No.143/133/134/135/136, Rampally Village. Phone. 9030931172
Penality For Delay	Nil
Transportation Cost	Included in above price.
Warranty	One year
Advance Paid	Rs. 17,652.00/- to be pay vide cheque no. dt.
Other Terms	We reserve the right to reject items not conforming to quality and specifications, Above order is for Site use purpose.
Completion Date	Work shall be completed within 3days from the date of the work order.
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 ***Nilgiri Estates***

Authorised Signatory

Venu 14/09/22

Name : ______________________

Accepted the above Terms And Conditions

For ***Maa Sai Seatings***

Name : ______________________

Date : __/__/____

Requisition Form						
Company Name:	NE	Date:	13-09-2022			
Site & Phase :	NE	Time:	15.09			
Unit No./Block No.	Sales Office					
Supplier:		Req. No.	175528			
Material required before date:	14-09-2022	ID No.	79717			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	FUNF9481-Furniture & fixtures-Standard desk -Wenge-Plain Grey colour-Maa Sai Seating-1200X600MM-Nos 8000	2	0	2		
2	FUNF7143-Furniture & fixtures-Low Storage-Weng-Plain Grey colour--1200x750x450MM-Sft	2	0	2		
3						
4	~~9148~~					
5	91948					
6						
7						
8						
9						
10						
Remarks:	For Curb Stone Sample Painting purpose					
	Engineer	Project Manager		Purchase		MD
Prepared By:	Vijay Raj					
Approved By:						
Sign & Date:	13-09-2022					

APPROVED
14 SEP 2022
P. VENKATESHWARLU
MANAGER PURCHASE

(ORIGINAL FOR RECIPIENT)

Tax Invoice

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NILGIRI ESTATE
SY NO 143/133/134/135/136
RAMPALLY VILLAGE
GSTIN/UIN 36AAHFN0766F1ZA
State Name Telangana, Code 36

Invoice No **128**	Dated **22-Sep-22**
Delivery Note	Mode/Terms of Payment
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Buyer's Order No **91948/175528**	Dated **14-Sep-22**
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