PURCHASE DIVISION

Advice for approval for credit to supplier (B)

Date:	20/10/22	Prepared by	Vanajathi	Serial no.	9667
Supplier name	Sri sai Rohit marketing company			HO inward no.	
Firm/Company	NG	Project	NG	HO received date	
PO/WO date	7/10/22	PO/WO No.	92598	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	138	10/10/22	18,266/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			18,266/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report			
MRN nos.:	N2626	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:			18,266/-
Amount E – PO / WO value:			18,266/-
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	24/10/22		
Remarks:			

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Vanajathi				
Sign:	Vanaja				
Date	20/10/22				
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.

GST NO. : 36AMHPC9678H1ZM

TAX INVOICE

Original for Recipient
Duplicate for Supplest / Transport
Triplicate for Supplier

SRI SAI ROHITH MARKETING COMPANY

Dealers In: All kinds of Aluminium Section Sheets, Glass, Plawood & Hardware Etc.,

Road No. 8, N.F.C. Main Road, Plot No. 66, Krishna Nagar, H.B. Colony, Moula-Ali, Hyderabad-500040. (T.S) Mob. : 9866512288

INV. NO. 138 INVOICE DATE : 10/10/22

TRANSPORTATION NAME : ....

VEHICLE NO. : TS32T4030 L/R No. ....

DATE & TIME OF SUPPLY ....

PLACE OF SUPPLY ....

DETAILS OF RECEIVER (BILLED TO)

M/s Nilgiri Estates
5-4-187/3&4, IInd Floor, M.G.Road,
Sec-bad - 500003.

STATE CODE : .... GSTIN NO. 36AAHFN0766F1ZA

DETAILS OF CONSIGNEE (SHIPPED TO)

Site At Nilgiri Estate
Rampally Village P.O.No:- 92598

STATE CODE : .... GSTIN NO. ....

S.No.	HSN CODE	DESCRIPTION	QUANTITY	RATE	AMOUNT Rs. Ps.
1	7610	Alluminium 3Track Windos 900 X 1200	2 nos	5160/-	10320 =
2	7610	Alluminium 3Track window 1200 X 900	1 nos	5160/-	5160 =
				TOTAL BEFORE TAX	15480 =
			ADD : CGST	9%	1393 = 20
			ADD : SGST	9%	1393 = 20
			ADD : IGST		
				TAX AMOUNT GST	
				GRAND TOTAL	18266 = 40

INWARD
No. 22936
By: 112626 Dt. 10/10/22
Nilgiri Estates

Harish
9573753525

BANK DETAILS : HDFC BANK, HABSIGUDA BRANCH
SRI SAI ROHITH MARKETING CO
A/C. No. 50200007478658 IFSC CODE : HDFC0000368

Rupees in words : ....

Once goods will not be taken back
Interest @24% p.a. will be charged if payment not made within 15 days from the date of the Bill.
Subject to Secunderabad Jurisdiction only.
We are not Responsibility Cases sooner the goods leave our premises
E.O.F.,

Receiver Stamp & Signature ....

SUMMIT SALES LLP R.R. DIST
IN WARD No: 100482 Date: 19/10/22 Sign:

For SRI SAI ROHITH MARKETING CO

Authorised Signature

Purchase Order

 07-10-2022 14:10:47

92598
03.10.22 5:34:56

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

Supplier Details			
Sri Sai Rohith Marketing Company	**Doc No**	92598	175534
New Narsimhanagar Colony, Near Noma Kalyana Vedika, Mallapur, Hyderabad - 500 076.	**Doc Date**	07-10-2022	
	Quote No	Nil	
GSTIN 36AMHPC9678H1ZM	**Quote Date**	07-10-2022	
9866512288	**SupplyType**	Supply	

Kind Attn : Mr. C. Laxman Kumar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	461900 - WIND-Windows - Al-Sliding with mesh-- - 900WX1200Hmm - Nos	2.00	5,160.00	0.00	18.00	12,177.60
2	950200 - WIND-Windows - Al-Sliding with mesh-- - 1200WX900Hmm - Nos	1.00	5,160.00	0.00	18.00	6,088.80
	Total Order Value . . .					**18,266.40**

Rupees : Eighteen Thousand Two Hundred Sixty Six and Paise Fourty Only.

Terms and Conditions :-

Specification / Brand	As per details given in the quotation.
Payment Terms	__50_% as advance & balance _50__% on delivery of all materials.
Tax	Inclusive of all taxes
Delivery Date	Next Working Day.
Delivery Location	Nilgiri Estate Sy.No.143/133/134/135/136, Rampally Village. Phone. 9030931172
Penality For Delay	Nil
Transportation Cost	Included in the above price.
Warranty	Nil
Advance Paid	9133.00
Other Terms	We reserve the right to reject items not conforming to quality and specifications.Villa No.11 & 120 Windows replacement Purpose.
Completion Date	NA
Measurment	NA
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 03/10/22

Name : ______

Accepted the above Terms And Conditions

For ***Sri Sai Rohith Marketing Company***

Name : ______

Date : __/__/___

Requisition Form						
Company Name:	NE	Date:	06.10.22			
Site & Phase :	NE	Time:	11:20			
Unit No./Block No.						
Supplier:		Req. No.	175534			
Material required before date:	08.10.22	ID No.	80331			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	WIND4619-Windows-Al-Sliding with mesh---900WX1200HMM-Nos	2		2		
2	WIND9502-Windows-Al-Sliding with mesh---1200WX900HMM-Nos	1		1		
3						
4						
5						
6						
7						
8						
9						
10						
Remarks:	for villa no 11 & 120 windows replacing purpse .					
	Engineer	Project Manager		Purchase		MD
Prepared By:	A.Sravani					
Approved By:	Vijay Raj					
Sign & Date:						