PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	07/03/2023	Prepared by	K.Mounika	Serial no.	**15453**
Supplier name	Sudarshan			HO inward no.	
Firm/Company	NE	Project	NE	HO received date	
PO/WO date	06/02/23	PO/WO No.	96863	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	217	04/03/2023	4578/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	4,578/-

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

MRN nos.:	118167.	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:	4,578
Amount E – PO / WO value:	4,578
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	13/03/2023
Remarks:	final Bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	K. Mounika	[signature] APPROVED 06 MAR 2023 P. VENKATESHWARLU MANAGER PURCHASE			
Sign:	[signature]				
Date	07/03/23				
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

Name : Nilgiri Estate
5-4-187/3&4 II Floor MG Road Sc-bad
GST No 36AAHFN0766F1ZA

Bill No. 217 Date 4-3-23
D.C No. 30 Date :
Order No. 96863 Date :

Sl No	PARTICULARS	HSN CODE	FOR SIZE	QTY	FOR SFT	Amount Rs.	Ps.
	UPVC Window						
1	600 MM x 1200mm 1 NO	3916		SFT 8.0	485=00	3880	00
	VNO 185						
		SUB TOTAL				3880	00
		SGST %		9		349	20
		CGST %		9		349	20
		IGST %					
		GRAND TOTAL				4578	40

SUMMIT SALES LLP R.R. DIST. IN WARD No: 106652 Date: 4/3/23 Sign:

Rupees In Words : Four thousand Five hundred Seventy Eight and Forty Paise only

For M. SUDARSHAN
Sudarshan

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.

Signature

Purchase Order

96863
28.01.23 12:54:54

 07-03-2023 3:06:22 PM

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

Supplier Details			
Mr. M. Sudarshan H.No. 1348, Pioneer Bazar, Bolarum, Secunderabad. **GSTIN** 36BBIPM8347N1ZW 9849102251	**Doc No**	96863	175577
	Doc Date	06-02-2023	
	Quote No	Nil	
	Quote Date	04-02-2023	
	SupplyType	Supply	

Kind Attn : Mr. M. Sudarshan

Purchase Order for the Supply of following Items.

	Item Name	**Qty**	**Rate**	**Dis%**	**GST**	**Amount**
1	289400 - WIND-Windows - UPVC-Fixed- - 600WX1200Hmm - Nos *2' x 4' fts*	1.00	3,880.00	0.00	18.00	4,578.40
					Total Order Value . . .	**4,578.40**

Rupees : Four Thousand Five Hundred Seventy Eight and Paise Fourty Only.

Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	50% as advance and balance 50% after delivery and completion of the work.
Tax	All taxes included in above price.
Delivery Date	Within 5days
Delivery Location	Nilgiri Estate Sy.No.143/133/134/135/136, Rampally Village. Phone. 9030931172
Penality For Delay	Bills must be submitted to H.O. within 30days of completion of work. 10% plty on value of order will be deducted for delay in submission of bills.
Transportation	Included in the above price.
Warranty	1 year on workmanship.
Advance Paid	Rs. 286/- to be pay vide cheque no. dt.
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for villa no.185 work purpose.
Completion Date	Work shall be completed within 4 days from the date of the work order.
Measurment	Payment will be made as per measurement of laid and fixed material. Wastage at suppliers cost.
Security	Supplier shall be responsible for security and storage of material at site at its risk and cost.
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.'

Accepted the above Terms And Conditions

For ***Mr. M. Sudarshan***

Date : __/__/____

For ***Nilgiri Estates***

Authorised Signatory

Name : __________

Name : __________

Contact - -

Requisition Form						
Company Name:	NE	Date:	04.02.2023			
Site & Phase :	NE	Time:				
Unit No./Block No.	185					
Supplier:		Req. No.	175577			
Material required before date:	Urgent	ID No.	84027			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	WIND9278-Windows-UPVC-Fixed--600WX1200Hmm-Nos	1	0	1		
2						
3						
4						
5						
6						
7	96863					
8						
9						
10						
Remarks:	For villa 185 purpose					
	Engineer	Project Manager		Purchase		MD
Prepared By:	Anil.M	G.vijay		06 FEB 2023		
Approved By:						
Sign & Date:						

M. SUDARSHAN

Fabrication of Aluminium Partitions, Door's, Windows & Glazing Work's
H.No. 1348, Poineer Bazar, Bolarum, Sec-bad. Cell.9849102251

GST No: 36BBIPM8347N1ZW

DELIVERY CHALLAN

CUSTOMER NAME AND ADDRESS Nilgiri Estate 5-4-187/3&4 II Floor MG Road Sec-bad GST NO:- 36AAHFN0766F1ZA	D.C. No. 30 DATE CUSTOMER D.C. No & DATE CUSTOMER Ord. Ref.	: 4-3-23 : : : 96863	

Sl. No.	DESCRIPTION OF THE ITEMS	QUANTITY	Approx. Value Rs.
	UPVC Window		
1	600 MM x 1200 MM O/W	1 NO	
	VNO185		
	TS 07 UB 3696		

RECEIVED THE GOODS IN GOOD CONDITION

INWARD
No. 23000
By: 118167 Dt. 4/3/23
Nilgiri Estates

M. SUDARSHAN
Sudarshan

SUMMIT SALES LLP
INWARD
No: 87243
Date: 7/3/23
Sign:
R.R. DIST.