PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	25/7/23	Prepared by	Pravin	Serial no.	
Supplier name	SR Ads			HO inward no.	
Firm/Company	Nilgiri Estates	Project	NCE	HO received date	
PO/WO date	24/7/23	PO/WO No.	1042	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	49	6/6/23	9588/-	◻ 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.:	20230728022	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:			
Amount E – PO / WO value:			9588/-
Amount F – Difference (A – E):			9588
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			
Remarks:			

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Pravin				
Sign:					
Date	25/7/23	APPROVED BY 29 JUL 2023			
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.

SR ADS
Cell : 9666333644
32-70/1, Bank Colony, R.K. Puram, Secunderabad-56.

INVOICE

Invoice No: 2023-24/49 **Date:06.06.2023**

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

GSTIN: SAC CODE : 998361

S.No.	Size		Qty	Particulars	Rate	Date of Display	Amount
1	40	25	1	Mounting charges	5	19.06.23	5,000
2	25	25	1	Mounting charges	5	"	3,125
							8,125
				Add: CGST @ 9%			731
				Add: SGST @ 9%			731
						Total	**9,588**

Rupees in words: **Nine Thousand Five Hundred Eighty Eight Rupees Only**

Pan Card No: BNOPR5938Q
GSTIN:36BNOPR5938Q2ZQ
Bank Details : Union Bank Of India
A/c No: 541001010050606
IFSC No: **UBIN0906409**
Secunderabad Sainikpuri Branch

For SR ADS.

E-mail : sradshyd@gmail.com

Purchase Order

Original

From Company:	Nilgiri Estates 5-4-187/3&4, IInd FloorSoham MansionM.G.Road Secunderabad,TELANGANA,500003 GSTNO:36AAHFN0766F1ZA	Delivery Location:	Nilgiri Estate Sy.No.143/133/134/135/136, Rampally Village. " ,9030931172

Supplier Details				
SR Ads 32-701 Bank Colony R K Puram Secunderabad, TG, 500056 GSTIN:36BNOPR59382ZQ Srinivas, 9666333644 NA	PO No	20230721042	Quote No	
	PO Date	21 Jul 2023	Quote Date	21 Jul 2023
	Supply Type		Requisition Num	20230721036

SNo.	Item Name	Qty	Rate	Dis%	Taxable Amount	GST%						Amount
						IGST%	CGST%	SGST%	IGST AMT	CGST AMT	SGST AMT	
1	PROM8964-Promotions-Flex Mounting Charges---Misc-Sqm	2.00	4,062.50	0%	8,125	0%	9%	9%	0	731	731	9,588
Addl Spec	NE 40x25 & 25x25 flex mounting charges											
								Total Amount ...	0	731	731	9,588

Rupees in words : Nine Thousand Five Hundred And Eighty Eight Only.

Terms and Conditions:-

Additional Specifications	NE 40x25 & 25x25 flex mounting charges
Tax :	Inclusive of GST and other taxes.
Delivery Date :	Within ____ days of PO
Delivery Location :	As given above.
Transport:	By Vendor or Purchaser
Advance Paid :	Nil. / ___ % of PO value.
Payment Terms :	Within ____ days of delivery and on submission of bills.

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