

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 5/1/21		Prepared by: D.SOWMYA	
PO/WO no. 73223		PO / WO Date. 23/12/20	
Supplier Name SSlp.		PO/WO amount 8,332	
Firm/Company NE		Project NE	
Sl. No.	Bill No.	Bill Date	Bill amount
1	15127	30/12/20	8,332
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			8,332
Sl. No.	DC No	DC. Date	MRN No.
1.	3503	28/12/20	86988
2.			
3.			
Amount B – Other Credits : Transportation charges			
Amount C – Other Debits :			
Amount D (D=A+B-C) – Amount to be credited to the supplier:			8,332
Amount E – PO / WO value:			8,332
Amount F – Difference (A – E): GST-18%			
Quantity received as per PO /WO		☒ Yes ☐ Excess received ☐ Short received ☐ Other (explained below)	
Is difference between PO / Bill acceptable?		☒ Yes ☐ No (explained below)	
Excess / short material received		☒ Approved – within acceptable limits ☐ No (explained below)	
Close PO / W?O		☒ Yes ☐ No – wait for balance material ☐ No (explained below)	
Advance paid / PDC given (deduct when paying)		☐ Yes – Rs. /- ☒ No	
Payment – due date		9.1.2021	
Remarks:			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:			
Date			

Notes: 1. In case amount to be credited to supplier and the bills total does not match prepare JV for debit or credit. 2. Attach additional sheets if quantity of bills or DCs is more than the space provided. Clearly mark the space provided with 'see attachment'. 3. Purchase Officer can approve Pos/Wos upto Rs. 10,000/-, Purchase Manager or Procurement Manager to approve all bills from 10,000/- to 1,00,000/- . 4. Attach JV, Office copy of PO/WO, DCs and bills to this advice. 5. In Amount A, exclude transport, Hamali charges, etc and instead include in Amount B. 6. To be approved by accounts manager if bill value exceeds Rs. 10,000/- 7. MD to approve all bills above 1,00,000/-

DELIVERY CHALLAN

SUMMIT SALES LLP

5-4-187/3 & 4 II Floor, M.G. Road, secunderabad - 500 003.

Tel : 040 - 6633 5551

M/s Nilgiri EstatesDC No. : 2503Date : 28/12/20Vehicle No. : AP24B2350P.O. / W.O. No. : 73223P.O. / W.O. Date : 1/1/20

Sl. No.	PARTICULARS	Quantity
1	tan brown granite 2'3" x 2'8" = 04 (Nos)	66.00 sft
2	— — — 6'6" x 2'0" = 02 (")	26.00 sft
3	tan brown beading 2'3" x 0'4" = 04 (")	33.00 sft
4	— — — 6'6" x 0'4" = 02 (")	13.00 " "
5		
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GSTIN :

Received the above materials in good condition.

Received by : H/G

Stamp:

Date : 28/12/20A. 0500

For SUMMIT SALES LLP

G. S. S.

Authorised Signatory

Purchase Order

Page(s) 1 Of 1

23-12-2020 15:39:53



73223

23.12.20 11:29:46

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

Supplier Details

Summit Sales LLP
5-4-187/3&4, II nd floor, Soham Mansion, MG Road, Secunderabad

GSTIN 36ACQFS2044C1Z7

040-66335551

9618244433

Doc No	73223	175097
Doc Date	23-12-2020	
Quote No	Nil	
Quote Date	01-10-2020	
SupplyType	Supply	

Kind Attn : Hamendra, Prabhakar

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 8534 - Stone - granite - Tan Brown - 19mm - Sft 8'3" x 2'0 - 04 nos	66.00	58.80	0.00	18.00	4,579.34
2 8534 - Stone - granite - Tan Brown - 19mm - Sft 6'6" x 2'0 - 02 nos	26.00	58.80	0.00	18.00	1,803.98
3 8500 - Stone - granite - Beading - NA - rft Tan brown - 8'3" x 0.4" - 04 nos	33.00	19.60	0.00	18.00	763.22
4 8500 - Stone - granite - Beading - NA - rft Tan brown - 6'6" x 0.4" - 02 nos	13.00	19.60	0.00	18.00	300.66
5 6188 - Miscellaneous - Hamali charges - NA - Per Sft	107.18	7.00	0.00	18.00	885.31
Total Order Value . . .					8,332.52
Rupees : Eight Thousand Three Hundred Thirty Two and Paise Fifty Two Only.					

Terms and Conditions :-

Specification / Brand	All items shall be of 19mm thickness slabs.
Payment Terms	After delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Next day.
Delivery Location	Nilgiri Estate Sy.No.143/133/134/135/136, Rampally Village. Phone. 9030931172, 8297349480
Penalty For Delay	Bills must be submitted to H.O. within 30days of completion of work. 10% pty on value of order will be deducted for delay in submission of bills.
Transportation Cost	Included in above price.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for V.no. 170D purpose. Cutting charges included in above rates.
Completion Date	Nil
Measurement	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	Skirting Rs. 12/- per rft for labour only.

For Nilgiri Estates
Authorised Signatory

Name : _____

24/12/2020

Accepted the above Terms And Conditions

For Summit Sales LLP

Name : _____

Date : ____/____/____

Requisition Form

Company Name:		NILGIRI ESTATES		Date:		22.12.2020	
Site & Phase :		NILGIRI ESTATE		Time:		10:40	
Supplier				Req. No.		175097	
Material required before date:				ID No.		62480	
No	Description	Size	Quantity	Units	Inward No	Date	
1	Kitcehen platform tan brown granite	8'3"X2'	04	Nos			
2	Kitcehen platform tan brown granite	6'6"X2'	02	Nos			
3	Tanbrown granite patti	8'3"X4"	04	Nos			
4	Tanbrown granite patti	6'6"X4"	02	Nos			
5							
6							
7							
8							
9							
10							

Remarks: - For v.no 170 (D) Purpose.

Prepared By: Vijay

Sign. & Date: 22.12.2020

Approved by: MINISH PARIKH
MANAGER PROCUREMENT

Sign. & Date:

Note: On receipt of material at site write inward number and date in last 2 columns.

Company Name:				Date:			
Site & Phase :				Time:			
Supplier				Req. No.			
Material required before date:		Urgent		ID No.			
No	Description	Size	Quantity	Units	Inward No	Date	
1							
2							
3							
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5							
6							
7							
8							
9							
10							

Remarks:

Prepared By:

Sign. & Date:

Approved by:

Sign. & Date:

Note: On receipt of material at site write inward number and date in last 2 columns.

DELIVERY CHALLAN

SUMMIT SALES LLP

5-4-187/3 & 4 II Floor, M.G. Road, secunderabad - 500 003.
Tel : 040 - 6633 5551

M/s *Nilgiri Estates*

DC No. : 3503

Date : 28/12/20

Vehicle No. : AP24G2350

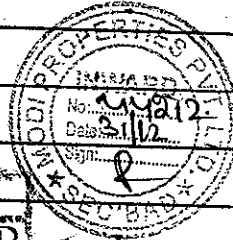
P.O. / W.O. No. : 73223

P.O. / W.O. Date : 1/1/20

PARTICULARS

Quantity

Sl. No.	PARTICULARS	Quantity
1	tan brown granite $2'3" \times 2'8" = 04 (N2C)$	66.00 sft
2	— — — $6'6" \times 2'8" = 02 (1P)$	26.00 sft
3	tan brown beading $2'3" \times 0'4" = 04 (1P)$	33.00 sft
4	— — — $6'6" \times 0'4" = 02 (1P)$	13.00 sft
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INWARD	
Inward No: 2310	Dt: 28/12/20
MRN No: 86988	Dt: 30/12/20
Received By: <i>[Signature]</i>	Sign: <i>[Signature]</i>
Nilgiri Estates	

GSTIN :

Received the above materials in good condition.

Received by : *[Signature]*

Stamp:

Date : 28/12/20

A. 0500

For SUMMIT SALES LLP

[Signature]

Authorised Signatory