PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	29/03/2021	Prepared by:	T.D. Murthy
PO/WO no.	75575	PO / WO Date.	15/03/2021
Supplier Name	Sri Sai Rohith Marketing Company	PO/WO amount	Rs. 6,042
Firm/Company	Nilgiri Estates	Project	Nilgiri Estates
Sl. No.	Bill No.	Bill Date	Bill amount
1.	501	23/03/2021	Rs. 6,042
2.	-	-	-
3.	-	-	-
4.			-
Amount A – Bills total(Excluding Transport & Hamali Charges):			Rs. 6,042

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	501	23/03/2021	90505	☑ Yes ☐ No
2.	-	-	-	☐ Yes ☐ No
3.	-	-	-	☐ Yes ☐ No
4.	-	-	-	☐ Yes ☐ No
Amount B –Other Credits :				-
Amount C –Other Debits :				-
Amount D (D=A+B-C) – Amount to be credited to the supplier:				Rs. 6,042
Amount E – PO / WO value:				Rs. 6,042
Amount F – Difference (A – E):				-

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	**03/04/2021**
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:			29 MAR 2021				
Date	29/3/21	29/3					

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. 5,000/-, Purchase Manager and Procurement Manager to approve all bills from 5,000/- 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/-

GSTIN NO. 36AMHPC9678H1ZM

TAX INVOICE

Orginal for Recepient
Duplicate for Supplier/Transporter
Triplicate for Supplier

12 AP23W0533

SRI SAI ROHIT MARKETING .CO

Dealers In: All Kinds of Aluminium Section Sheets, Glass, Plywood & Hardware Etc.,

New Narsimha Nagar Colony, Near Noma Kalyana Vedika, Mallapur, Hyderabad-76. T.S. CELL: 98665 12288

TAX IS PAYABLE ON REVERSE CHARGE (YES/NO)
INVOICE NO: 501
INVOICE DATE: 23/03/21

TRANSPORTATION NAME:
VEHICLE NO: AP29W0533 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)

-do-
P.O. no: 75575
STATE CODE GSTIN NO:

S.No.	HSN CODE	THICKNESS	DISCRIPTION	NO. OF.PCS	QUANTITY IN.SQ.MTRS	RATE PER.SQ.MTR	Amount Rs.	Ps.
1	7005		5mm Mirror 4x4 →	04 nos	64 sft	80/-	5120	-
					TOTAL BEFORE TAX		5120	-
					ADD:CGST	9%	460	80
					ADD:SGST	9%	460	80
					ADD:IGST			
					TAX AMOUNT GST			
					GRAND TOTAL		6041	60

INWARD
In ward No: 22553 Dt: 28/3/21
MRN No: 90505 Dt: 25/3/21
Received By: Sign:
Nilgiri Estates

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No: 75919
Date: 25/3
Sign:

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

Rupees in Words..........

1. Once goods sold will not be taken back
2. Interest @24% p.a. will be charged if payment is not made within 15 days from the date of the Bill.
3. Subject to Secunderabad juridiction only.
4. Our Responsibilty ceases sooner the goods leave our premises
E.&O.E

Receiver Stamp & Signature..........

For SRI SAI ROHIT MARKETING.CO

Authorised Signature

Purchase Order

 15-03-2021 14:15:48

75575
11.03.21 4:50:42

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
New Narsimhanagar Colony, Near Noma Kalyana Vedika, Mallapur, Hyderabad - 500 076.

GSTIN 36AMHPC9678H1ZM

9866512288

Doc No	75575	175234
Doc Date	15-03-2021	
Quote No	Nil	
Quote Date	12-02-2019	
SupplyType	Supply	

Kind Attn : Mr. C. Laxman Kumar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	2241 - Carpentry -glass - Mirror - 5mm - sft *4'0 x 4'0 - 04 nos*	64.00	80.00	0.00	18.00	6,041.60
					Total Order Value . . .	**6,041.60**

Rupees : Six Thousand Fourty One and Paise Sixty Only.

Terms and Conditions :-

Specification / Brand	Above item shalll be of 'Saintgobain / Modi guard' brand 5mm thickness.
Payment Terms	After delivery & Production of bill
Tax	Inclusive of all taxes
Delivery Date	Next 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	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order blindspots and street turning purpose.
Completion Date	NA
Measurment	Nil
Security	Nil
Remarks	

For ***Nilgiri Estates***
Authorised Signatory

Name : 15/03/2021

Accepted the above Terms And Conditions
For ***Sri Sai Rohith Marketing Company***

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	NILGIRI ESTATES	Date:	15-03-2021
Site & Phase :	NILGIRI ESTATE	Time:	12:30
Supplier	Sai Rohit Marketing	Req. No.	175234
Material required before date:		ID No.	64645

No	Description	Size	Quantity	Units	~~Inward No~~	~~Date~~
1	Mirrors (5mm thickness)	4'x4'	04	Nos		
2						
3						
4						
5						
6						
7						
8						
9						
10						

Remarks: - For Mirror fixing in blindspots and street turning purpose

Prepared By	Kavitha	Approved by	
Sign.& Date	15-03-2021	Sign. & Date	

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

15 MAR 2021

Company Name:		Date:	
Site & Phase :		Time:	
Supplier		Req. No.	
Material required before date:	Urgent	ID No.	

Certified by:
Project Manager
Nilgiri Estates

No	Description	Size	Quantity	Units	Inward No	Date
1						
2						
3						
4						

Remarks:

Prepared By		Approved by	
Sign.& Date		Sign. & Date	

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