

✓E

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 24/6/2021		Prepared by: P. Kavitha	
PO/WO no. 76963		PO / WO Date. 6/5/2021	
Supplier Name Sri Balaji Enterprises		PO/WO amount 4,790.80	
Firm/Company Nilgiri Estates		Project Nilgiri Estates	
Sl. No.	Bill No.	Bill Date	Bill amount
1	38	23/06/2021	4,790/-
2			4578/-
3			/
4			/
Amount A – Bills total(Excluding Transport & Hamali Charges):			4578/-
Sl. No.	DC No	DC. Date	MRN No.
1.			93066
2.			
3.			
Amount B – Other Credits : Transportation charges			1293.00
Amount C – Other Debits :			
Amount D (D=A+B-C) – Amount to be credited to the supplier:			5970/-
Amount E – PO / WO value:			4790.80
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		28/6/21	
Remarks: Transportation Exps Can be Covered			
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/-

Tax Invoice

SRI BALAJI ENTERPRISES # 14-1-418, NEAR ROCKET GROUND NEW AGHAPURA HYDERABAD 500001 T.S Phone no.: 9030605690 Email: seetaram.joshi@yahoo.com GSTIN: 36AEIPJ0494H1ZF State: 36-Telangana				Invoice No. 38		Date 23-06-2021	
				Place of supply 36-Telangana		PO number 76963	
				Vehicle Number TS09UC-7860			
Bill To NILGIRI ESTATES 5-4-187/3&3, 2 nd floor MG Road Secunderabad 500003 Contact No.: 9030931172 GSTIN Number: 36AAHFN0766F1ZA State: 36-Telangana				Ship To NILGIRI ESTATE SY.143/133/134/135/136 RAMPALLY VILLAGE			

#	Item name	HSN/ SAC	Size	Quantity	Unit	Price/ Unit	GST	Amount
1	Masonite 2 pnl Door 84x32	4418	84x32	1	NOS	₹ 2,240.00	₹ 403.20 (18%)	₹ 2,643.20
2	Masonite 2pnl door 84x26	4418	84x26	1	NOS	₹ 1,820.00	₹ 327.60 (18%)	₹ 2,147.60
3	TRANSPORT			1	-	₹ 1,000.00	₹ 180.00 (18%)	₹ 1,180.00
	Total			3			₹ 910.80	₹ 5,970.80

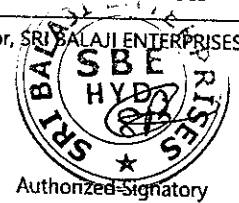
Invoice Amount In Words
Five Thousand Nine Hundred Seventy One Rupees only

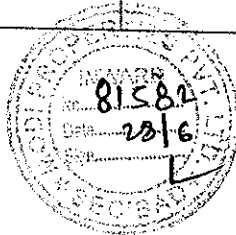
Amounts:
Sub Total ₹ 5,970.80
Round off ₹ 0.20
Total ₹ 5,971.00
Received ₹ 0.00
Balance ₹ 5,971.00

	Taxable amount	CGST		SGST		Total Tax Amount
		Rate	Amount	Rate	Amount	
	₹ 1,000.00	9%	₹ 90.00	9%	₹ 90.00	₹ 180.00
4418	₹ 4,060.00	9%	₹ 365.40	9%	₹ 365.40	₹ 730.80
Total	₹ 5,060.00		₹ 455.40		₹ 455.40	₹ 910.80

Terms and conditions:
Thanks for doing business with us!

Company's Bank details:
Bank Name: KOTAK MAHINDRA BANK LIMITED, HYDERABAD - NAMPALLY
Bank Account No.: 4312001151
Bank IFSC code: KKBK0000553
Account Holder Name: SRI BALAJI ENTERPRISES

For, SRI BALAJI ENTERPRISES

Authorized Signatory



Purchase Order

Page(s) 1 Of 1

06-May-21 2:42:34 PM



76963

06.05.21 4:35:37

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

Supplier Details

Sri Balaji Enterprises
H,no.14-1-418, Near ROCKET Ground, New Aghapura Hyderabad-500001

GSTIN 36AEIPJ0494H1ZF

9030605690

Doc No	76963	175273
Doc Date	06-05-2021	
Quote No	Nil	
Quote Date	06-05-2021	
SupplyType	Supply	

Kind Attn : Mr.Seetaram Joshi

Purchase Order for the Supply of following Items.

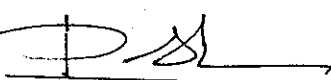
Item Name	Qty	Rate	Dis%	GST	Amount
1 2360 - Carpentry - doors - Panel Doors - Others - Nos 32"X84"	1.00	2,240.00	0.00	18.00	2,643.20
2 2360 - Carpentry - doors - Panel Doors - Others - Nos 26"X84"	1.00	1,820.00	0.00	18.00	2,147.60
Total Order Value . . .					4,790.80
Rupees : Four Thousand Seven Hundred Ninty and Paise Eighty Only.					

Terms and Conditions :-

Specification / Brand	2 panel doors with mango wood frame hard wood filling with masonite skin both sides Rs. 120+18% GST, Hardware is Dorset brand, with 43% discount
Payment Terms	After delivery and production of bill
Tax	Included in the above prices
Delivery Date	With in a week
Delivery Location	Nilgiri Estate Sy.No.143/133/134/135/136, Rampally Village. Phone. 9030931172
Penalty For Delay	Nil
Transportation Cost	Extra as per actuals
Warranty	One year replacement warranty on doors, two years on cylindrical locks, 5 years on mortise locks
Advance Paid	Nil
Other Terms	We reserve the rights to reject the items if not as per specification damage if any in suppliers cost, above order is for 153, purpose
Completion Date	NIL
Measurment	Nil
Security	Nil
Remarks	Req 177479 is included in this PO, the above prices are valid for 6 months.

For **Nilgiri Estates**

Authorised Signatory

Name : 

Name : _____

Accepted the above Terms And Conditions

For **Sri Balaji Enterprises**Date : / /

Requisition Form - Doors and hardware (Deluxe)															
Company	Nilgiri Estates	Site & Phase	Nilgiri Estates												
Req. no.	175273	Req. Date	30-04-2021												
Material required before		ID no.	65840												
Prepared by:	Akheel	Approved by (sign):													
Flat / Block no:	153														
Type AA1 (Single) 1175 Sft Order value:		0	Villas												
Type AA2 (Single) 1175 Sft Order value:		0	Villas												
Type BB1 (Single) 915 Sft Order value:		0	Villas												
Type BB2 (Single) 915 Sft Order value:		1	Villas												
S No.	Item Description	Units	Qty required for Type AA1 (Single) 1175 Sft	Qty required for Type AA2 (Single) 1175 Sft	Qty required for Type BB1 (Single) 915 Sft	Qty required for Type BB2 (Single) 915 Sft	Type AA1 (Single) 1175 Sft villa requirement	Type AA2 (Single) 1175 Sft villa requirement	Type BB1 (Single) 915 Sft villa requirement	Type BB2 (Single) 915 Sft villa requirement	Quantity required	Qty Available at site	Balance Qty to be ordered	Inward No	Date
1	Panel Doors-38"x80"✓	nos									1.0	0	✓ 1.0		
2	Panel Doors-32"x82"✓	nos									1.0	0	✓ 1.0		
3	Panel Doors-84"x32"✓	nos									3.0	0	✓ 3.0		
4	Panel Doors-84"x26"✓	nos									34.0	0	✓ 34.0		
5	Panel doors-80"x26"✓	nos									21.0	0	✓ 21.0		
6	Monise Lock	nos									1.0	0	✓ 1.0		
7	Cylindrical Locks	nos									3.0	0	✓ 3.0		
8	45 SS Hinges-4" with screws ✓	nos									34.0	0	✓ 34.0		
9	Magnetic Door Stopper	nos									21.0	0	✓ 21.0		
Total											60.0	0	✓ 60.0		

Certified by:

 Project Manager
 Nilgiri Estates