PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	5/8/21	Prepared by:	BHAVANI
PO/WO no.	78766	PO / WO Date.	19/7/21
Supplier Name	Santosh Tarpaulin	PO/WO amount	2134
Firm/Company	Nilgiri Estates	Project	NE
Sl. No.	Bill No.	Bill Date	Bill amount
1	37	20/7/21	2134
2			/
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			2134

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	/	/	94455	☐ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ 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:	2134
Amount E – PO / WO value:	2134
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	9/8/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Bavani	[signature]					
Date	5/8/21	5/8/21					

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

SANTHOSH TARPAULIN # 2-9-39/7/3, Forzenguda, Suryanagar, Old Alwal, Medchal, Malkajgiri District – 500 010. Telangana State	**GSTIN :36ATWPA1307P1ZC** Email id: santhoshtarp@gmail.com Cell: 9642662732 Bank Account : AXIS BANK Acc.No.919020039284737 IFSC CODE :UTIB0001378
To NILAGIRI ESTATES 5-4-187/3&4 IInd floor MG ROAD SECUNDERABAD 500003 **GSTIN No. 36AAHFN0766F1ZA**	Invoice No: **37** Invoice Date: 20/07/2021 P.O.No.78766/175320 P.O.Date: 19.07.2021

Sl. No.	Descriptions	Code SAC HSN	Qty	Rate	Amount Rs. Ps.
1	RAIN COATS	6201	NOS 3	@400/-	1,200.00
2	UMBRELLA	4064	NOS 3	@260/-	780.00

Rupees in words TWO THOUSAND ONE HUNDRED THIRTY THREE and SIXTY PAISE only	**Total ::**	**1,980.00**
	CGST @ 2.5+6% ::	**30+46.80**
	SGST @ 2.5+6% ::	**30+46.80**
	IGST 18% ::	
	adjest ::	
	Grand Total ::	**2,133.60**
Receiver Signature & Seal	**For SANTHOSH TARPAULIN** **Authorized Signatory**	

INWARD
Inward No: 2230 Dt: 23/7/21
MRN No: 94455 Dt: 28/7/21
Received By: Ashish Sign:
Nilgiri Estates

SUMMIT SALES LLP
IN WARD
No: 82853
Date: 29/7
Sign:
R.R. DIST.

 19-07-2021 14:56:48

Purchase Order

78766
16.07.21 4:14:06

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

Supplier Details			
Santosh Tarpaulin 2-9-39/7/3, Forzenguda, Suryanagar, Old Alwal, Medical Malkagiri Dist -500010 **GSTIN** 36ATWPA1307P1ZC 9642662732	**Doc No**	78766	175320
	Doc Date	19-07-2021	
	Quote No	Nil	
	Quote Date	16-07-2021	
	SupplyType	Supply	

Kind Attn : Santosh Kumar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	4064 - Consumables - Umbrella - other - nos	3.00	260.00	0.00	12.00	873.60
2	4052 - Consumables - Raincoats - NA - nos	3.00	400.00	0.00	5.00	1,260.00
					Total Order Value . . .	**2,133.60**

Rupees : Two Thousand One Hundred Thirty Three and Paise Sixty Only.

Terms and Conditions :-

Specification / Brand	As per details given in the quotation.
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	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for site eng use purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For *Nilgiri Estates*
Authorised Signatory

Name : ____________

Accepted the above Terms And Conditions
For *Santosh Tarpaulin*

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	NILGIRI ESTATES	Date:	14-07-2021
Site & Phase :	NILGIRI ESTATE	Time:	17:21
Supplier		Req. No.	175320
Material required before date:		ID No.	67550

No	Description	Size	Quantity	Units	Inward No	Date
1	Umbrella	STD	03	No's		
2	Rain coats 78766	STD	03	No's		
3						
4						
5	**For MDs APPROVAL**					
6	☐ High Value/quantity beyond limits.					
7	☐ Po/Req. processed-post approval.					
8	☐ Approval for technical details/clarification.					
9	☐ Replenishing SSLLP stock					
10	☑ Other					

Remarks: - For Staff use purpose

Prepared By	Sadhana	Approved by	
Sign.& Date	14-07-2021	Sign. & Date	

APPROVED BY
17 JUL 2021
SOHAM MO...
FOR MANAGING DIRECTOR

Certified by:
Project Manager
Nilgiri Estates

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						
4						

Remarks:

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