M R

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	1/12/21	Prepared by:	Sneha
PO/WO no.	79308	PO / WO Date.	3/8/21
Supplier Name	Mr. M Sudarshan	PO/WO amount	5,121.20/-
Firm/Company	Nilgiri Estate	Project	N. E
Sl. No.	Bill No.	Bill Date	Bill amount
1	163	15/11/21	5121/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			5121/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	—	—	—	☐ 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:	5121/-
Amount E – PO / WO value:	5121/-
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 (exp~~lained 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	6/12/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sneha	[signature]					
Date	1/12/21	1/12					

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 INVOCIE

Coll : 9849102251

M. SUDARSHAN

FABRICATION OF ALUMINIUM PARTITIONS, DOORS, WINDOWS & INTERIOR WORKS

D.No. 1348, Pioneer Bazar, Bollarum, Secunderabad - 500 010, T.S.
Email : sudarshan.maheshwaram@yahoo.com

GSTIN No. 36BBIPM8347N1ZW

Name : Nilgiri Estate
5-4-187/3,4 II Floor MG Road Sec'bad
GST No. 36AAHFN0766F1ZA

Bill No. 163 Date : 15-11-21
D.C No. Date :
Order No. 79308 Date :

Sl No	PARTICULARS	HSN CODE	FOR SIZE	QTY	FOR SFT	Amount Rs.	Ps.
1	Aluminium Powder Coating 3 Trk Sliding window 4mm plain glass with mesh Shutter 3'-6 x 4'-0 x 1 No			SFT 14-0	310=00	4340	00
	SUB TOTAL					4340	00
	SGST %			9		390	60
	CGST %			9		390	60
	IGST %						
	GRAND TOTAL					5121	20

Rupees in Words : Five thousand one hundred Twenty one and Twenty Paisa only

SUMMIT SALES LLP R.R. DIST.
IN WARD No: 86484 Date: 18-11-21 Sign:

TERMS & CONDITIONS :

1. Goods once sold will not be taken back and No claim for shortage or damage will be entertained
2. Cheque disgonour Rs. 500/- Extra
2. Our responsibility ceases no sooner goods are handed over
4. Subject to secunderabad Jurisdiction Only.

INWARD

In ward No: 22785	Dt: 16/11/21
MRN No: 99277	Dt: 16/11/21
Received By: Ashish	Sign:

Nilgiri Estates

For M. SUDARSHAN

Sudarshan

Signature

 03-08-2021 14:03:50

Purchase Order

79308
31.07.21 2:18:25

Copy

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

Supplier Details

Mr. M. Sudarshan
H.No. 1348, Pioneer Bazar, Bolarum, Secunderabad.

GSTIN 36BBIPM8347N1ZW

9849102251

Doc No	79308	175340
Doc Date	03-08-2021	
Quote No	Nil	
Quote Date	20-07-2021	
SupplyType	Supply	

Kind Attn : Mr. M. Sudarshan

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	2424 - Carpentry - windows - 3T windows sliding - 3ft 6 In X 4ft - sft *01 nos*	14.00	310.00	0.00	18.00	5,121.20
Rupees : Five Thousand One Hundred Twenty One and Paise Twenty Only.			**Total Order Value . . .**			**5,121.20**

Terms and Conditions :-

Specification / Brand	Aluminium Sections shall be of 'Agarvanshi' brand specifications as per Cir.No. 565(a). Approved rates on dtd. 10/08/2018.
Payment Terms	After delivery & production of bill
Tax	All taxes included in above price.
Delivery Date	Delivered.
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	1 year on workmanship.
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for villas 150.
Completion Date	Nil
Measurment	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	

For *Nilgiri Estates*
Authorised Signatory

Name : 03/08/2021

Accepted the above Terms And Conditions
For *Mr. M. Sudarshan*

Name : ______________

Date : __/__/____

1541

Requisition Form

Company Name:	NILGIRI ESTATES	Date:	30-07-21
Site & Phase :	NILGIRI ESTATE	Time:	16:26
Supplier		Req. No.	175340
Material required before date:		ID No.	68013

No	Description	Size	Quantity	Units	Inward No	Date
1	Aluminium Windows	3'6"X4'	01	Nos		
2	Window grills	3'6"X4'	01	Nos		
3						
4						
5	79307					
6						
7						
8	79308					
9						
10						

APPROVED BY
02 AUG 2021
SOHAM MODI
MANAGING DIRECTOR

APPROVED BY
02 JUL 2021
SOHAM MODI
MANAGING DIRECTOR

Remarks: - For Villa no:150 purpose

Prepared By	Sadhana	Approved by	
Sign.& Date	30-07-2021	Sign. & Date	

Certified by:
Project Manager
Nilgiri Estates

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

For MDs APPROVAL
☐ High Value/quantity beyond limits.
☐ Po/Req. proceed-post approval.
☐ Approval for technical details/clarification
☐ Replenishing SSLLP stock
☐ Other

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	