PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	31/1/22	Prepared by	Monika	Serial no.	. U. 205
Supplier name	M. Sudarshan			HO inward no.	
Firm/Company	NE	Project	NE	HO received date	
PO/WO date	4/1/22	PO/WO No.	84208	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	169	28/1/22	4910.68/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	4961/-
Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 102884 — Proof of delivery matches MRN	☑ 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:	4961/-
Amount E – PO / WO value:	4961/-
Amount F – Difference (A – E):	—
Quantity received as per PO /WO	☑ Yes □ Excess received □ Short received □ Part received
Close PO / WO	☑ Yes □ No – wait for balance material □ Other
Payment – due date	7/02/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Monika				
Sign:	Monika				
Date	31/1/22				
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

Notes: 1. In case amount to be credited to supplier and the bills total does not match, accountants to prepare JV for debit or credit. 2. This set should only have 5 documents i.e., advice to credit to supplier, original bill, proof of delivery, original purchase order with barcode, original requisition. 3. Do not attach additional documents like weighment slips, RMC batch reports, duplicate documents, Eway bills, test reports, etc. 4. In Amount A, exclude transport, Hamali charges, etc., and instead include in Amount B. 5. This report must reach HO within one working day of approval by purchase officer/purchase manager.

TAX INVOCIE

Cell : 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 M.G Road Sec-bad	Bill No. 169 Date : 28-1-2022
	D.C No. Date :
GST No 36 AAHFN0766F1ZA	Order No. 84208 Date :

Sl No	PARTICULARS	HSN CODE	FOR SIZE	QTY	FOR SFT	Amount Rs.	Ps.
1	Aluminum powder coating 3 Trak slyding window with 4mm plain Glass 43"x41" x 1 No			SFT 12.24	340=00	4161	60
	VNO 151						

INWARD
Inward No: 22851 Dt: 28/01/2022
GRN No: 102884 Dt: 29/01/2022
Received By: Ashish Sign:
Nilgiri Estates

Rupees In Words : Four thousand Nine hundred Ten and Sixty Eight Paisa only	SUB TOTAL			4161	60
	SGST %	9		374	54
	CGST %	9		374	54
	IGST %				
	GRAND TOTAL			4910	68

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 responsbility ceases no seener goods are handed over to the carring agency.
4. Subject to secunderabad Jurisdiction Only.

For M. SUDARSHAN

Sudarshan

Signature

Purchase Order

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84208

5:44:07

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	84208	175463
Doc Date	04-01-2022	
Quote No	Nil	
Quote Date	04-01-2022	
SupplyType	Supply	

Kind Attn : Mr. M. Sudarshan

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	2214 - Carpentry - windows - Al. Sliding - other - sft *3 track - 43" x 41" - 01*	12.24	340.00	0.00	18.00	4,910.69
			Total Order Value . . .			**4,910.69**

Rupees : Four Thousand Nine Hundred Ten and Paise Sixty Nine Only.

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	Within 4days.
Delivery Location	Nilgiri Estate Sy.No.143/133/134/135/136, Rampally Village. Phone. 9030931172
Penality For Delay	Bills must be submitted to H.O. within 30days of completion of work. 10% plty on value of order will be deducted for delay in submission of bills.
Transportation Cost	Included in the above price.
Warranty	1 year on workmanship.
Advance Paid	Rs. 42,433/- advance to be pay vide cheque no. , dt.
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for V.no. 151.
Completion Date	Work to be completed in 2days. Penalty of 5% of order value per week shall be levied for delay.
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	'Original invoice + copy of proof of delivery is required to process invoice for payment. DO NOT send original invoice to site. Original invoices must be sent to HO office or purchase site office. Proof of delivery/DC can be sent by email.'

For ***Nilgiri Estates***

Authorised Signatory

Name : ____________

Name : ____________

Accepted the above Terms And Conditions

For ***Mr. M. Sudarshan***

Date : __/__/____

Requisition Form

Company Name:	NILGIRI ESTATES	Date:		30-12-21	
Site & Phase :	NILGIRI ESTATE	Time:		15:01	
Supplier		Req. No.		175463	
Material required before date:		ID No.		725465	

No	Description	Size	Quantity	Units	Inward No	Date
1	Aluminum Windows (three track)	43"H X 41"W	01	Nos		
2						
3						
4						
5		3.58 x 3.42				
6	84208					
7						
8						
9						
10						

Remarks:- For villa no : 151 purpose

Prepared By	Sadhana		
Sign.& Date	30-12-21	Approved by	Akheel
		Sign. & Date	30-12-21

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

APPROVED
04 JAN 2022
R. PRABHAKAR
Sr. MANAGER PURCHASE

Certified by:
Project Manager
Nilgiri Estates

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

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

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.

INSTALLATION REPORT

Company/ firm:	Nilgiri Estates	Requisition nos.:	175463
Project:	NE	PO no.:	84208.
Supplier:	Sudarshan.	Material type:	Aluminium window.

Details of installation:

Sl. No.	Date of installation	Unit no.	Material details	Size	Qty
1.	29/01/22.	151	Aluminium powder Coating 3 Track Sliding window with 4mm plain Glow.	43"x41"	12.24sft.
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
				Total:	12.24sft.

Remarks: For villa no:- 151 purpose.

Approved by	Project manager	Security	Admin (Audit)
	M.	INWARD Inward No: 22851 Dt: 28/01/22	

Note: 1. Report to be sent on completion of work. 2. For partial completion report must be sent once a month. 3. This report is required for installation of windows, french windows, balcony/ staircase railing, fire doors and such materials where PO for material + labour is issued. Exclude false ceiling, painting, water proofing where 'Advice for giving credit to contractor/supplier form' is being set to E&D. 4. One or more reports can be made per PO. Avoid multiple Pos in one report. 5. Provide report on defaults, poor quality, missing items, etc. 6. Reports to be provided regularly. However, must be provided within one working day of request from purchase.

102884 29/01/22

Ashish