PURCHASE DIVISION
Advice for approval for credit to supplier

Date.	1/2/22	Prepared by	Monishw	Serial no.	-0-209
Supplier name	Sri Laxmi Ganesh steel & Hard			HO inward no.	
Firm/Company	NE	Project	NE	HO received date	
PO/WO date	28/12/21	PO/WO No.	84000	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	385	29/1/22	295/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	295/-
Proof of delivery by way of ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 102919	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:	295/-
Amount E – PO / WO value:	295/-
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	07/2/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Monishw				
Sign:	Monishw				
Date	1/2/22				
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.

GSTIN - 36ARPPK9655D2ZA
VAT TIN - 36513674953

TAX Invoice

Ph : 09542575725

SRI LAXMI GANESH STEELS & HARDWARE

Dealers in : Iron & Steel, Casting, Wire Mesh, Design Articals

6-6-125/A/2, Beside SBH, Kavadiguda, Secunderabad, Telangana - 500080.

Email : srilaxmiganeshsteels@gmail.com

Po No 84000

M/s. Nilgiri Estates
M. G. Road

Party's GSTIN 36AAHFN0766F1ZA

Invoice No.: 385
Date : 29/1/22
Transporter :
L.R. No. :

HSN	Description	Qty.	Rate	Amount Rs.	Ps.
	Cutting Blade	10 No	25/-	250	00
			Total	250	00
			SGST @ 9 %	22	50
			CGST @ 9 %	22	50
			IGST @ 18 %		
			Roundup		
			Grand Total	295	00

INWARD
In ward No: 22853. Dt: 29/01/22
MRN No: 102919 Dt: 29/01/22
Received By: Ashish Sign:
Nilgiri Estates

Bank Details :
Sri Laxmi Ganesh Steels & Hardware
C/A : 36998265647
Bank: SBI, Kavadiguda, Sec-bad.
IFSC Code No. : SBIN0020312

Rupees In words :

SUMMIT SALES LLP
IN WARD
No: 77338
Date: 31/01
Sign:
R.R. DIST.

For Sri Laxmi Ganesh Steels & Hardware

Signature

E & O.E
Terms & Conditions
Subject to hyderabad jurisdiction only
Goods once sold will not be taken back or Exchange

Purchase Order

 03-01-2022 3:29:11 PM

84000

5:35:32

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

Supplier Details			
Sri Laxmi Ganesh Steels & Hardware	**Doc No**	84000	175462
Shop no. 6-6-125/A/2, Kavadiguda main road, Beside SBH, Secunderabad	**Doc Date**	28-12-2021	
	Quote No	NIL	
GSTIN 36ARPPK9655D2ZA	**Quote Date**	23-12-2021	
9246205245/9542575725	**SupplyType**	Supply	

Kind Attn : G. Anil

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	9550 - Tools - Machine Blade - other - nos *Rod cutting blade*	10.00	25.00	0.00	18.00	295.00
			Total Order Value . . .			**295.00**

Rupees : Two Hundred Ninty Five Only.

Terms and Conditions :-

Specification /	As per details given in the quotation. Welding rods shall be of 'Mangalam' brand.
Payment Terms	After Delivary & Production of bill
Tax	Included in the above price
Delivery Date	Next Day.
Delivery Location	Nilgiri Estate Sy.No.143/133/134/135/136, Rampally Village. Phone. 9030931172
Penality For Delay	NIL
Transportation	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	Nil
Other Terms	We resreve the right to reject the item not confirming to the specifications . Above order for BRGV wall cutting and gate cutting purpose.
Completion Date	NIL
Measurment	NIL
Security	NIL
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 :

Accepted the above Terms And Conditions

For ***Sri Laxmi Ganesh Steels & Hardware***

Name :

Date : / /

Requisition Form

Company Name:	NILGIRI ESTATES	Date:	23-12-21
Site & Phase :	NILGIRI ESTATE	Time:	13:06
Supplier		Req. No.	175462
Material required before date:		ID No.	72348

No	Description	Size	Quantity	Units	Inward No	Date
1	Rod Cutting Blades	4 inch	05	Nos		
2	Rock Cutting Blades	4 inch	05	Nos		
3						
4						
5	84000					
6						
7						
8						
9						
10						

Remarks:- For Site use Purpose

Prepared By	Sadhana	Approved by	Akheel
Sign.& Date	23-12-21	Sign. & Date	23-12-21

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

APPROVED
03 JAN 2022
Sr. MANAGER PURCHASE

Certified by:
Project Manager
Nilgiri Estates

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	

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