

PURCHASE DIVISION
Advice for approval for credit to supplier

②

Date: 4/3/22		Prepared by: <i>[Signature]</i>		Serial no. ... 2744	
Supplier name: Cosmo Durable Pvt Ltd				HO inward no.	
Firm/Company: NE		Project: NE		HO received date	
PO/WO date: 31/1/22		PO/WO No. 84984		Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	STAT - 2099	1/3/22	8820/-	☐ Yes ☐ No	
2.				☐ Yes ☐ No	
3.				☐ Yes ☐ No	
4.				☐ Yes ☐ No	
Amount A - Bills total (Excluding Transport & Hamali Charges):				8820/-	
Proof of delivery by way of: ☒ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report					
MRN nos.:	104434		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:				8820/-	
Amount E - PO / WO value:				8820/-	
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		7/3/22			
Remarks:					
Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:	<i>[Signature]</i>				
Sign:	<i>[Signature]</i>				
Date	4/3/22				
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.

COSMO DURABLES PVT LTD

Depot: Warehouse No 1 Kssp Warehousing, Complex, Sanath Nagar, Hyderabad-500 018.

GSTIN : 36AABCC5116H1ZZ

TAN-HYDC00938A

TAX INVOICE

PH-010-21813399

Exch. No. 3818586

E-mail: cosmodurables@yahoo.in

Call: 010-21813399, 21813399, 21813399

Invoice No : SIGT-2099

Date : 01-03-2022

State : TS Code : 36

Salesmen : PRASANTH.B

Bill Ref : RAGHAVENDAR GOU

Transporter :

BANK NAME: THE FEDERAL BANK LTD

BRANCH: LAKDIKAPOL

A/C NO.: 13325500012600

IFSC CODE: FDR10001332

RECEIVER ADDRESS :

M/s. NILGIRI ESTATES

5-4-187/3 & 4, 2ND FLOOR,

M.G ROAD,

SECUNDERABAD.

9502265877

SHIPMENT DETAILS :

DOC NO 84984-17510813

PH 0020931172

GSTIN : 36AAHFN0766F1ZA State Name/ Code TS

36

S.No	Code	DESCRIPTION	HSN/SAC	QTY	RATE	Gross	Taxable	CGST	SGST	IGST
1	WCP-B-S	NIRALI WASTE COUPLING BIG SATIN	73241000	10	980.00	9800.00				%

NO 259338
Dt 7/2/22
9246364748
TS 100A
9758



10

9800.00

7474.58

Gross Value

7,474.58

CGST

672.71

SGST

672.71

Rupees : EIGHT THOUSAND EIGHT HUNDRED AND TWENTY ONLY

Trade Disc : 980.00 Proj Trd Disc :

Spl Disc : Cash Disc :

INWARD	
Inward No: 22867	Dt: 03/03/22
MRN No: 104434	Dt: 04/03/22
Received By: Ashish	Sign: [Signature]
Nilgiri Estates	

1,345.42

8,820.00

TERMS & CONDITIONS :

1. Goods once sold will not be taken back or exchanged.
2. Payment strictly as per terms & condition agreed otherwise penalty will be charged.
3. No Responsibility for Transit Risks
4. Disputes, If any shall be subject to the jurisdiction of Hyd.
5. Interest @24% per annum will be charges on bills which are not paid within 30 days

12:38:49

Authorised Signatory

[Signature]

Purchase Order

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84984

08.01.22 12:01:49

From Company : Nilgiri Estates
5-4-187/3 & 4, 11th Floor, M.G Road, Secunderabad - 500003
GST No : 36AAHFN0766F12A

Supplier Details

Cosmo Durables Pvt. Ltd.,
H.O. 4-1-369, Abids, Hyderabad - 500 001.

Doc No 84984 175478
Doc Date 31-01-2022
Quote No Nil
Quote Date 01-12-2021
SupplyType Supply

GSTIN 36 2381-8586..
2381-1399-2381-6688 9949118124-Anjaneyulu.

Kind Attn : Mr. Venkateshwar Rao

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 7310 - Plumbing - sanitary - Sink - other - nos SSSink Waste Coupling	10.00	747.45	0.00	18.00	8,819.91
Total Order Value ...					8,819.91

Rupees : Eight Thousand Eight Hundred Nineteen and Paise Ninty One Only.

Terms and Conditions :-

Specification / All items shall be of "Nirali" brand, glossy finish
Payment Terms 100% advance
Tax Inclusive of all taxes
Delivery Date Within 10 days
Delivery Location Nilgiri Estate
Sy No 143/133/134/135/136, Rampally Village.
Phone 9030931172
Penalty For Delay Nil
Transportation Transport cost shall be borne by us
Warranty Min. 20 years on glossy finish
Advance Paid Rs 8819 91/-
Other Terms We reserve the right to reject items not conforming to quality and specifications. Above order for Site use purpose
Completion Date Nil
Measurement 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

Material not Received.

For Nilgiri Estates
Authorised Signatory

Name :

31/01/2022

Name :

Accepted the above Terms And Conditions

For Cosmo Durables Pvt. Ltd.,

Date : / /

Purchase Order

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08.01.22 12:01:49

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

Supplier Details

Cosmo Durables Pvt. Ltd.,
H.O. 4-1-369, Abids, Hyderabad - 500 001.

GSTIN 36 2381-8586..
2381-3399/2381-6688. 9949118124-Anjaneyulu.

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Payment Terms 100% advance

Tax Inclusive of all taxes

Delivery Date Within 10 days

Delivery Location Nilgiri Estate
Sy.No.143/133/134/135/136, Rampally Village.
Phone. 9030931172

Penalty For Delay Nil

Transportation Transport cost shall be borne by us

Warranty Min. 20 years on glossy finish.

Advance Paid Rs 8819.91/-

Other Terms We reserve the right to reject items not conforming to quality and specifications. Above order for Site use 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

Accepted the above Terms And Conditions

For **Cosmo Durables Pvt. Ltd.,**

Name : _____

Name : _____

Date : ____/____/____

Requisition Form

Company Name:		NILGIRI ESTATES		Date:		29-01-2022	
Site & Phase :		NILGIRI ESTATE		Time:		11:40	
Supplier				Req. No.		175478	
Material required before date:				ID No.		73359	

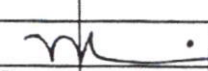
No	Description	Size	Quantity	Units	Inward No	Date
1	Waste Couplings (Kitchen sink)	STD	10	Nos		
2						
3						
4						
5						
6						
7						
8						
9						
10						

Remarks:- For site use purpose

Prepared By	Sadhana	Approved by	Akheel
Sign. & Date	29-01-2022	Sign. & Date	29-01-2022

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.			

		Certified by:			
		 Project Manager Nilgiri Estates			

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.