PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	8/3/22	Prepared by	Manoj	Serial no.	--2722
Supplier name	Sidlagath Enterprises			HO inward no.	
Firm/Company	NE	Project	NE	HO received date	
PO/WO date	17/6/21	PO/WO No.	77732	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	1134	29/6/21	55221/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	55221/-
Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	93487	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:	55221/-
Amount E – PO / WO value:	55221/-
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	14/3/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Manoj	Prabhakar			
Sign:	Manoj	[signature] APPROVED			
Date	8/3/22	09 MAR 2022			
Approval limit	Upto 20k	Above 20k P. PRABHAKAR SR. MANAGER PURCHASE	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.

5

GSTIN : 36ABFFS3664J1ZT

GST INVOICE

Ph :040 2790 6453
Mobile: 9949966500

SIDDARTH ENTERPRISES

1-35-513,Ground & First Floor,
Rasoolpura,Begumpet,Secunderabad-500003

Email id : siddarthenterprisess@yahoo.in

Invoice Serial No : **1134**

Invoice Date : **29-06-2021**

Detatils of Receiver (Billed To)		Details of Consignee (Shipped To)	
M/s.	**NILGIRI ESTATES**	M/s.	**NILGIRI ESTATES**
Address		Address	
City	M.G.ROAD,SEcunderaba	City	M.G.ROAD,SEcunderabad
Pin:	Phone	Pin Code	Phone
State	TELANGANA	State	TELANGANA
State Code	36	State Code	36
GSTIN	36AAHFN0766F1ZA	GSTIN	36AAHFN0766F1ZA

S. No	Code	Particulars	HSN Code	Qty	Rate	Gross	Disc %	CGST %	SGST %	IGST %	Amount
1	CHR2107	GBK........	94014000	10	468.00	4680.00		9.0	9.0		4680.00
				10							

Total Invoice Amount in Words :

FIVE THOUSAND FIVE HUNDRED AND TWENTY TWO ONLY

Bank **ICICI BANK**
A/c No . **068105001031**
IFSC Code **ICIC0000681**
Branch **DIAMOND POINT**

SUMMIT SALES LLP
IN WARD
No: 91940
Date: 8/3
Sign:
R.R. DIST.

Gross	4,680.00
Discount	
CGST	421.20
SGST	421.20
IGST	
TCS	
Grand Total	**5,522.00**

Terms & Conditions :
1. Payment by Cross " PAYEE A/C " cheque / DD/ NEFT only.
2. Our responsibility ceases on delivery of goods to carrier / transport / outlet.
3. The cause of action shall be deemed to raise in SECUNDERBAD and all disputes shall be settled in SECUNDERABAD under SECUNDERABAD Jurisdiction.

For **SIDDARTH ENTERPRISES**

Authorised Signatory

SIDDARTH ENTERPRISES SEC'BAD

Form for closure of purchase order

Data required from site/engineers:				
PO no.:	77732.		PO date:	17/06/21.
Req. no.:	175293.		Req. date:	09/06/21.
Material received	□ Part ☑ Full		MRN nos.:	93487.
If material partially delivered then can balance material be ordered by new requisition/PO	□ No further material required and PO can be closed. □ No material cannot be ordered by new PO. □ PO can be closed and balance material can be ordered by new requisition.		Can PO be closed?	□ Yes □ No
Remarks by engineer:	Original. Dc of this material is not received Many times asked for Supplier but he is not responding.			

Notes: 1. Provide details of material received by way of separate attachment. 2. Provide hardcopy of DCs/proof of delivery + PO. 3. Provide copies of invoices if available. 4. This entire set to be sent by way of hard copy to Ashaiya.

Prepared by	Sign	Date	Project manager	Sign	Date
Sadhana	Sadhana	04/03/22	T. Akhil.	AZ	04/03/22.

Data required from accounts:	
Are any bills received wrt to this PO.	□ Yes for full PO □ Yes for part of PO. ☑ No.
Scan ID nos. of advice for credit to supplier	
Remarks by Accountants:	Bill not received.

Notes: 1. Accountants to attach hard copy of purchase voucher.

Prepared by	Sign	Date	Accounts manager (approval required for PO more than 10k)	Sign	Date
harsh	[illegible]	5/3/22			

Action taken by purchase:	
Status of PO	□ PO closed and email sent to supplier. □ PO open material awaited.
Status of proof of delivery:	□ Proof of delivery received. □ Proof of delivery not available with site or purchase.
Original barcoded PO available	□ Yes □ No – certified copy received from accounts.
Original bill available	□ Yes □ No – certified copy obtained from supplier.
Supplier's ledger available	□ Yes □ No
Advice for credit to supplier	□ Prepared for entire PO □ Part of PO and PO closed. □ Prepared for part of PO and balance material awaited.
Remarks by purchase:	

Prepared by	Sign	Date	Purchase manager	Sign	Date
				nnn	

Notes: 1. Purchase to attach hard copies of 'advice for credit to supplier'. 2. In case advice for payment to supplier cannot be prepared (material not delivered or other reasons) attach this note to original PO, original requisition, original bill and proof of delivery and send to MD.

Purchase Order

Page(s) 1 Of 1 04-03-2022 10:28:33 Original / Office Copy / Purchase Div.Copy

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

Supplier Details			
Siddarth Enterprises	**Doc No**	77732	175293
1-35-513, Groung floor&First floor, Rasoolpura, Begumpet, Secunderbad-500003	**Doc Date**	17-06-2021	
	Quote No	Nil	
GSTIN 36ABFFS3664J1ZT	**Quote Date**	17-06-2021	
040-27906453 9949966500	**SupplyType**	Supply	

Kind Attn : Mr.P.Rammohan

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	5502 - Furniture - Chairs - NA - nos *Nilkamal*	10.00	468.00	0.00	18.00	5,522.40
					Total Order Value . . .	**5,522.40**

Rupees : Five Thousand Five Hundred Twenty Two and Paise Fourty Only.

Terms and Conditions :-

Specification /	All items shall be of "Neelkamal" brand, with Arm Chair, white colour, CHR 2107 model
Payment Terms	100% advance payment
Tax	GST included in above price.
Delivery Date	With in 4 days
Delivery Location	Nilgiri Estate Sy.No.143/133/134/135/136, Rampally Village. Phone. 9030931172
Penality For Delay	Nil
Transportation	Extra as per actuals
Warranty	1 year guaranty with free replacement in case of mfg. defects.
Advance Paid	Rs. 5,523-00 by cheque
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for office use, purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***Nilgiri Estates***

Authorised Signatory

Name : ______________

Accepted the above Terms And Conditions

For ***Siddarth Enterprises***

Name : ______________

Date : __/__/____

Purchase Order

 17-Jun-21 2:09:23 PM

Copy

77732
15.06.21 11:03:11

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

Supplier Details			
Siddarth Enterprises	**Doc No**	77732	175293
1-35-513, Groung floor&First floor, Rasoolpura, Begumpet, Secunderbad-500003	**Doc Date**	17-06-2021	
	Quote No	Nil	
GSTIN 36ABFFS3664J1ZT	**Quote Date**	17-06-2021	
040-27906453 9949966500	**SupplyType**	Supply	

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Transportation Cost	Extra as per actuals
Warranty	1 year guaranty with free replacement in case of mfg. defects.
Advance Paid	Rs. 5,523-00 by cheque
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for office use, purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

Books of accounts verified and no bills wrt this PO were received by accounts
Name:
Sign:
Date:

For ***Nilgiri Estates***
Authorised Signatory

Name : ____________

Name : ____________

Accepted the above Terms And Conditions
For ***Siddarth Enterprises***

Date : __/__/____

Requisition Form

Company Name:	NILGIRI ESTATES	Date:	09-06-2021
Site & Phase :	NILGIRI ESTATE	Time:	10:30
Supplier		Req. No.	175293
Material required before date:		ID No.	66574

No	Description	Size	Quantity	Units	Inward No	Date
1	Plastic chairs	STD	10	No's		
2						
3						
4						
5						
6						
7						
8						
9						

77732

Remarks: As per MD Sir insructions.			
Prepared By	kavitha	Approved by	
Sign.& Date	09-06-2021	Sign. & Date	

APPROVED
09 JUN 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE

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						
5						
6						
7						
8						
9						
10						

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.

16353

GSTIN : 36ABFFS3664H1Z1 GST INVOICE Ph: 040 2790 6463 Mobile: 9949966600

SIDDARTH ENTERPRISES

1-35-313,Ground & First Floor,
Rasoolpura,Begumpet,Secunderabad-500003
Email id : siddarthenterprises@yahoo.in

Invoice Serial No : 1134

Invoice Date : 29-06-2021

Details of Receiver (Billed To)	Details of Consignee (Shipped To)
M/s NILGIRI ESTATES	M/s NILGIRI ESTATES
Address	Address
City M.G.ROAD,SEcunderabad	City M.G.ROAD,SEcunderabad
Pin Phone	Pin Code Phone
State TELANGANA	State TELANGANA
State Code 36	State Code 36
GSTIN 36AAHFN0766F1ZA	GSTIN 36AAHFN0766F1ZA

S. No	Code	Particulars	HSN Code	Qty	Rate	Gross	Disc %	CGST %	SGST %	IGST %	Amount
1	OHS2167	GBK......	94014000	10	468.00	4680.00		9.0	9.0		4680.00
				10							

INWARD
Inward No: 92640 Dt: 29/06/21
GRN No: 93487 Dt: 29/06/21
Received By: Ashish Sign.
Nilgiri Est

Total invoice Amount in Words :
FIVE THOUSAND FIVE HUNDRED AND TWENTY TWO ONLY

Bank: ICICI BANK
A/c No.: 068105001031
IFSC Code: ICIC0000681
Branch: DIAMOND POINT

Gross	4,680.00
Discount	
CGST	421.20
SGST	421.20
IGST	
TCS	
Grand Total	5,522.00

SUMMIT SALES LLP R.R. DIST. IN WARD No. 91940 Bates 813 Sign.

Terms & Conditions :
Payment in favour "...... A/C" cheque / DD/ NEFT only
Our responsibility ceases on delivery of goods to carrier / transport / outlet
Interest @ ...... shall be claimed in case ...... SECUNDERABAD and all
disputes shall be settled in SECUNDERABAD under SECUNDERABAD Jurisdiction

For SIDDARTH ENTERPRISES

SIDDARTH ENTERPRISES SEC'BAD

Authorised Signatory