(3)

PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	01/09/2020.	Prepared by:	MINISH
PO/WO no.	69754	PO / WO Date	24/08/2020.
Supplier Name	Deepakshi Tarparlin Industries.	PO/WO amount	3,556/-
Firm/Company	Nilgiri Estates.	Project name	NH Phase - II
Sl. No.	Bill No	Bill Date	Bill amount
1.	1635	26/08/2020	3556/-
2.			
3.			
4.			
5			
Amount A – Bills total(Excluding Transport & Hamali Charges):			3556/-

Sl. No.	DC No.	DC. Date	MRN No.	DC matches MRN
1.			82361	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount B – Other Credits :	---
Amount C – Other Debits :	....
Amount D (D=A+B-C) – Amount to be credited to the supplier:	3,556/-
Amount E – PO / WO value:	3,556/-
Amount F – Difference (A - E):	-

Quantity received as per PO /WO	☑ Yes □ Excess received □ Short received □ Other (explained below)
Is difference between PO / Bill acceptable?	☑ Yes □ No (explained below)
Excess / short material received	☑ Approved – within acceptable limits □ No (explained below)
Close PO / WO	☑ Yes □ No – wait for balance material □ No (explained below)
Advance paid / PDC given (deduct when paying)	□ Yes - ☑ No
Payment – due date	07/09/2020.
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:						
Date						

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. 5,000/-, Purchase Manager upto 25,000/- and Purchase Director thereafter. 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/-

Purchase Order

24-08-2020 4:39:43 PM

69754

21.08.20 11:16:08

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

Supplier Details			
Lepakshi Tarpaulin Industries	**Doc No**	69754	72932
# 5-5-65, 1st Floor, Shop No. F10, S.A. Trade Centre, Above Bombay Hotel, Ranigunj 'X' Road, Secunderabad-3.	**Doc Date**	24-08-2020	
	Quote No	Nil	
GSTIN 36ADOPN7656C1Z7 2770 6071	**Quote Date**	24-08-2020	
66486071 9642662732	**SupplyType**	Supply	

Kind Attn : Mr. Santosh Kumar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	4052 - Consumables - Raincoats - NA - nos	5.00	400.00	0.00	5.00	2,100.00
2	4064 - Consumables - Umbrella - other - nos	5.00	260.00	0.00	12.00	1,456.00
					Total Order Value . . .	**3,556.00**

Rupees : Three Thousand Five Hundred Fifty Six Only.

Terms and Conditions :-

Specification / Brand	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
Delivery Date	Next Day.
Delivery Location	Nilgiri Homes Phase - II Sy.No.143/133/134/135/136, Rampally Village. Phone. Mallesham 9553797190
Penality For Delay	Nil
Transportation Cost	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	Nil
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 ***Lepakshi Tarpaulin Industries***

Name : ____________________

Date : __/__/____

Requisition Form

Company Name:	NILGIRI ESTATES	Date:	20.08.2020
Site & Phase :	NILGIRI ESTATE	Time:	04:30
Supplier		Req. No.	72932
Material required before date:		ID No.	59273

No	Description	Size	Quantity	Units	Inward No	Date
1	Raincoats	STD	05	No's		
2	Umberilla 69254	STD	05	No's		
3						
4						
5						
6						
7						
8						
9						
10						

APPROVED 21 ... MINISH PARIKH MANAGER PROCUREMENT

Remarks: - for Site Staff .

Prepared By	Anil Yadav	Approved by	
Sign.& Date	20.08.2020	Sign. & Date	

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.

TAX INVOICE

Invoice No. : 1635

Date : 26/08/20.

State Code : 36

LEPAKSHI TARPAULIN INDUSTRIES

1st Floor, Shop No.F10, S.A. Trade Centre, Above Bombay Hotel, Ranigunj 'X' Road, Secunderabad-500 003.
Phone : (O) 2770 6071, 9121013748, Cell : 99591 02999,
E-mail: lepakshitarp@gmail.com, Lnt_91@yahoo.in, www.lepakshitarpaulin.com

GSTIN : 36ADOPN7656C1Z7

Details of Receiver (Billed to)	Details of Consignee (Shipped to)
Name : Nilgiri Estates.	Name :
Address : 5-4-187/3 & 4 II nd floor. M.G. Road. Secbad-3.	Address :
Ph. Cell :	Ph. Cell :
GSTIN/UIN : 36 AAHFN0766F1ZA	GSTIN/UIN :
P.O. No. & Dt. 69754 Dt- 24/8/20.	Vehicle No. :

Sl. No.	HSN (SAC) Code	Description of the Goods	Qty.	Rate	Amount Rs.	Taxable Value	CGST Rate	CGST Amount	SGST Rate	SGST Amount	IGST Rate	IGST Amount
	6201	Raincoat	5 Nos	@400/-		2000.	2.5%	50	2.5%	50		
	6601	Umbrella	5 Nos	@260/-		1300.	6%	78	6%	78		
						3300.	(+)	128	(+)	128		
			TOTAL									3556/-

(Rupees : in words Rs 3556/- only ....only

E-way Bill No.

P. Somu 8977633106

TERMS & CONDITIONS :
1. Goods once sold will not be taken back or exchanged.
2. Subject to Secunderabad Jurisdiction only.
3. The customer should inform the firm if there is any complaint regarding the quality or quantity of the material within 48 hours from the date of Invoice.
4. Inspection should be carried out at our factory premises only.
5. Interest will be charged at the rate of 24% per annum for all overdue payments.
6. Our risk & responsibility ceases as soon as the goods are despatched from our premises.

OUR BANK DETAILS :
Bank Name : PUNJAB NATIONAL BANK
Bank Account Number : 3631002100019635
Branch : M.G.Road, Sec'bad
IFSC : PUNB0

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No. 6882
Date 3/8
Sign.

INWARD
TOTAL INVOICES
Inward No: 9197 Dt: 28/8/20
MRN No: 82361
Received By: Ashish
Nilgiri Estates

For LEPAKSHI TARPAULIN INDUSTRIES

Authorised Signatory