PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	01/09/20	Prepared by:	Keerthi
PO/WO no.	69783	PO / WO Date.	25/08/20
Supplier Name	Shiv shakti Machine tools Hardware & electricals	PO/WO amount	4071/-
Firm/Company	Nilgiri Estate	Project	NE.
Sl. No.	Bill No.	Bill Date	Bill amount
1.	1288	27/08/20	4071
2.			
3.			
4.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			4071/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	1288	25/08/20	82371	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No

Amount B –Other Credits :	–
Amount C –Other Debits :	–
Amount D (D=A+B-C) – Amount to be credited to the supplier:	4071
Amount E – PO / WO value:	4071
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 / W?O	☑ Yes ☐ No – wait for balance material ☐ No (explained below)
Advance paid / PDC given (deduct when paying)	☐ Yes – Rs. /- ☑ No
Payment – due date	07/09/20

Remarks:

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Keerthi						
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 and Procurement Manager to approve all bills from 5,000/- to 1,00,000/- . 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/- 7. MD to approve all bills above 1,00,000/-

Tax Invoice

Shiv Shakti Machine Tools Hardware and Electricals 2-3-7, M.G Road, Secunderabad. Ph: 040-40030129 GSTIN/UIN: 36ADQFS9120G1ZQ State Name : Telangana, Code : 36 E-Mail : ssmtsecunderabad@gmail.com	Invoice No. **2020-21/1288/SS**	Dated **27-Aug-2020**
	Delivery Note	Mode/Terms of Payment
	Supplier's Ref. **1288**	Other Reference(s)
Buyer **Nilgiri Estates** 5-4-187/3&4, IInd Floor, M.G Road, Secunderabad, 500003 GSTIN/UIN : 36AAHFN0766F1ZA State Name : Telangana, Code : 36	Buyer's Order No. **69783-72929**	Dated **25-Aug-2020**
	Despatch Document No.	Delivery Note Date
	Despatched through	Destination
	Terms of Delivery	

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Disc. %	Amount
1	**MAL 12 Seg Marble Cutting Blade 4"**	82029990	**30 pc**	90.00	pc		**2,700.00**
2	**Cut Off Wheel 105*1.2mm DW**	68042390	**30 pc**	25.00	pc		**750.00**
							3,450.00
	CGST						**310.50**
	SGST						**310.50**
	Total		**60 pc**				**₹ 4,071.00**

INWARD
Inward No: 9882 Dt: 27/8/20
MRN No: 82371 Dt: 28/8/20
Received By: Ashish Sign:
Nilgiri Estates

MODI PROPERTIES PVT. LTD. SECBAD
INWARD
No. 68806
Date 31/8/20

E. & O.E

Amount Chargeable (in words)

INR Four Thousand Seventy One Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
82029990	2,700.00	9%	243.00	9%	243.00	486.00
68042390	750.00	9%	67.50	9%	67.50	135.00
Total	**3,450.00**		**310.50**		**310.50**	**621.00**

Tax Amount (in words) : **INR Six Hundred Twenty One Only**

Company's Bank Details
Bank Name : **ICICI Bank**
A/c No. : **112105501160**
Branch & IFS Code : **M.G Road & ICIC0001121**

Declaration
We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.Interest will be charged on overdue invoices @ 24 % P.A if more than 45 days.

for Shiv Shakti Machine Tools Hardware and Electricals

Authorised Signatory

This is a Computer Generated Invoice

Purchase Order

 25-08-2020 4:54:09 PM

69783
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			
Shiv Shakti Machine Tools Hardware & Electricals	**Doc No**	69783	72929
2-3-7, MG Road, Beside ICICI Bank, Secunderbad-03,(T,S)	**Doc Date**	25-08-2020	
	Quote No	Nil	
GSTIN 36ADQFS9120G1ZQ	**Quote Date**	02-11-2019	
8121002491 8374457644	**SupplyType**	Supply	

Kind Attn : Mr.Shivang Gupta

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	9550 - Tools - Machine Blade - other - nos *Wall Cutting Blades 4"*	30.00	90.00	0.00	18.00	3,186.00
2	9550 - Tools - Machine Blade - other - nos *Rod Cutting Blade 4"*	30.00	25.00	0.00	18.00	885.00
				Total Order Value . . .		**4,071.00**

Rupees : Four Thousand Seventy One 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 Site works purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For *Nilgiri Estates*
Authorised Signatory
Name :

Name : ____________

Accepted the above Terms And Conditions
For ***Shiv Shakti Machine Tools Hardware &***

Date : __/__/____

Requisition Form

Company Name:	NILGIRI ESTATES	Date:	19.08.2020
Site & Phase :	NILGIRI ESTATE	Time:	12:46
Supplier		Req. No.	72929
Material required before date:		ID No.	59257

No	Description	Size	Quantity	Units	Inward No	Date
1	Rod Cutting Blade 69783	STD	30	Nos		
2	Wall Cutting Blade	STD	30	Nos		
3	Hexa Blade two side 69784	STD	4	Boxes		
4	GI Nails	1 1/2"	10	Kgs		
5						
6						
7						
8						
9						
10						
11						

Remarks: - For Site use Purpose

APPROVED BY
21 AUG 2020
SOHAM MODI
MANAGING DIRECTOR

Prepared By	Vijay Raj	Approved by	
Sign.& Date	19.08.2020	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						