PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	08/09/2020	Prepared by:	MINISH
PO/WO no.	6971	PO / WO Date.	20/08/2020
Supplier Name	Shweta computer's	PO/WO amount	3,700/-
Firm/Company	NE.	Project	HO.
Sl. No.	Bill No.	Bill Date	Bill amount
1.	12604	29/08/2020	3,700/-
2.			
3.			
4.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			3,700/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	12604	29/08/2020	82752	☑ 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:	3,700/-
Amount E – PO / WO value:	3,700/-
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	Advance Paid Rs/- 3,700/-
Remarks:_	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	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 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

SHWETA COMPUTERS

Po No 69711

SHOP NO.1,2,3,4,GROUND FLOOR
CHENOY TRADE CENTER, PARKLANE
SECUNDERABAD 500003

G S T : 36ACUFS2935A1ZZ PHONE :66143437,66143438,66143439 P A N : ACUFS2935A

GST INVOICE

To : NILGIRI ESTATES
7842576955

INVOICE NO.	**: 012604**
INVOICE DATE	**: 29/08/2020**
PARTY PAN NO.	**:**
PARTY GST NO.	**: 36AAHFN0766F1ZA**
PARTY STATE NAME	**: Telangana**

S.NO	PRODUCT DESCRIPTION	HSN Code	QTY	RATE	UNIT PRICE	CGST %	CGST AMT.	SGST %	SGST AMT.	IGST %	IGST AMT.	AMOUNT
1	HDD 1 TB LAPTOP SGT (ST1000LM035)	84717020	1	3700.00	3135.59	9.00	282.20	9.00	282.20			3135.59
												3135.59
	Add : CGST-				9.00%							282.20
	Add : SGST-				9.00%							282.20
	Add : ROUND OFF-											0.01
			1									

INWARD
Inward No: 425 Dt: 29/08/20
MRN No: 82752 Dt:
Received By: Sign:
MODI PROPERTIES

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No. 68919
Date 3/9
Sign. PL

Signature of customer

Rupees Three Thousand Seven Hundred Only **Total Rs. 3700.00**

TERMS & CONDITIONS : **SERVICE TIME (12:00PM TO 5:00PM) MONDAY TO FRIDAY** **E.& O.E**

For Shweta Computers

1. No warranty for burnt/Physical damage goods.
2. For Warranty bring Product with box.
3. In case of default interest payable @ 24% p.a. from bill date
4. All disputes are subject to secunderabad jurisdiction
5. Payment should be sent through A/c payee cheque/Draft only
6. Standard Warranty 11 months from the date of Invoice.
7. No warranty on adaptor,cables,earphone,other accessories & consumbales products etc
8. Warranty on all the parts or equipments is as per Manufacturer standard policy and shall be directly provided by Manufacturers only.

SHWETA COMPUTERS TEL 040-66143439

Authorised Signatory

Purchase Order

 20-08-2020 2:00:38 PM

69711
21.08.20 11:10:00

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

Supplier Details			
Shweta Computers Shop no. 1 to 4 & 1A, 2A, 58A, 59A, Chenoy Trade Centre, Parklane, Secunderabad - 500 003. **GSTIN** 36ACUFS2935A1ZZ 9248091726	**Doc No**	69711	16395
	Doc Date	20-08-2020	
	Quote No	Nil	
	Quote Date	20-08-2020	
	SupplyType	Supply	

Kind Attn : Mr.Irfan

Purchase Order for the Supply of following Items.

	Item Name	**Qty**	**Rate**	**Dis%**	**GST**	**Amount**
1	3529 - Computers and Peripherals - Hard Disk - NA - Nos *1 TB*	1.00	3,700.00	0.00	0.00	3,700.00
				Total Order Value . . .		**3,700.00**

Rupees : Three Thousand Seven Hundred Only.

Terms and Conditions :-

Specification / Brand	All items shall be of 'Seagate' brand
Payment Terms	100% as advance
Tax	Inclusive of all taxes
Delivery Date	Next Day.
Delivery Location	Head Office 5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003 Phone. 040-66335551
Penality For Delay	Nil
Transportation Cost	Transport cost shall be borne by us.
Warranty	1 yr
Advance Paid	Rs.... vide cheq....
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for Site laptop purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***Nilgiri Estates***

Authorised Signatory

Name : ____________________

Accepted the above Terms And Conditions

For ***Shweta Computers***

Name : ____________________

Date : __/__/____

Requisition Form

Company Name:	Nilgiri Estates		
Site & Phase :	site Office	Date:	12-08-2020
Supplier		Time:	
Material required before date:		Req. No.	16395
		ID No.	59114

No	Description	Size	Quantity	Units	Inward No	Date
1	Hard disk ~~500~~ 1TB 3700					
2			1	No		
3	Shweta 692"					
4						
5						
6						
7						
8						
9						
10						

Remarks: This is for Site laptop

Prepared By	Suneel	Approved by	
Sign.& Date	12-08-2020	Sign. & Date	

APPROVED BY
12 AUG 2020
SOHAM MODI
MANAGING DIRECTOR

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