PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	12/10/2020	Prepared by:	MINISH
PO/WO no.	70416	PO / WO Date.	15/09/2020
Supplier Name	Ganji. Veeraiah & Son's.	PO/WO amount	450/-
Firm/Company	NB.	Project	Nilgiri Homes Phase-II
Sl. No.	Bill No.	Bill Date	Bill amount
1.	1582	25/09/2020	450/-
2.			
3.			
4.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			Rs. 450/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			83476	☑ 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:	450/-
Amount E – PO / WO value:	450/-
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	18/10/2020.
Remarks: –	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:			APPROVED 12 OCT 2020 MINISH PARIKH MANAGER PROCUREMENT				
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

(ORIGINAL FOR RECIPIENT)

GANJI VENKANNAH &SONS 2019-20
5-5-97,GANJI CHAMBERS,RANIGUNJ,
SECUNDERABAD -500 003 (T.S)
GSTN/SAC : 36AABFG9288K1ZT
GSTIN/UIN: 36AABFG9288K1ZT
State Name : Telangana, Code : 36
E-Mail : ganji_venkannah@yahoo.co.in

Invoice No. **1582**	Dated **25-Sep-2020**
Delivery Note **credit**	Mode/Terms of Payment **Credit**
Supplier's Ref.	Other Reference(s)
Buyer's Order No. **70416**	Dated **15-Sep-2020**
Despatch Document No.	Delivery Note Date **25-Sep-2020**
Despatched through	Destination
Terms of Delivery	

Consignee
NILIGIRIS OIL AND ALLIED INDUSTRIES
Katedan
GSTIN/UIN : 36AACFN3936A1ZN
State Name : Telangana, Code : 36

Buyer (if other than consignee)
NILIGIRIS OIL AND ALLIED INDUSTRIES
Katedan
GSTIN/UIN : 36AACFN3936A1ZN
State Name : Telangana, Code : 36

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Disc. %	Amount
1	**4" LAPPAM PATTI**	8211	**30 Nos**	12.71	Nos		**381.30**
	CGST						**34.32**
	SGST						**34.32**
	Round Off						**0.06**
	Total		**30 Nos**				**₹ 450.00**

INWARD
Inward No: 72087 Dt: 26/9/20
MRN No: 83476 Dt: 28/9/20
Received By: Ashish Sign.
Nilgiri Estates

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No. 69798
Date 29/9
Sign.

Amount Chargeable (in words)
E. & O.E

INR Four Hundred Fifty Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
8211	381.30	9%	34.32	9%	34.32	68.64
Total	**381.30**		**34.32**		**34.32**	**68.64**

Tax Amount (in words) : **INR Sixty Eight and Sixty Four paise Only**

Company's Bank Details
Bank Name : **City Union Bank 38495**
A/c No. : **076109000038495**
Branch & IFS Code : **M G Road Secunderabad & CIUB0000076**

Declaration
We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

for GANJI VENKANNAH &SONS 2019-20

Authorised Signatory

This is a Computer Generated Invoice

Purchase Order

 15-09-2020 2:56:47 PM

70416
14.09.20 5:37:49

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

Supplier Details			
Ganji Venkannah & sons (Asian Paints)	**Doc No**	70416	72954
#5-5-97/2, Ganji chambers, Ranigunj,Secunderabad-500003 A.P.India.	**Doc Date**	15-09-2020	
	Quote No	Nil	
GSTIN 36AABFG9288K1ZT 040-40146505	**Quote Date**	28-07-2020	
27710339,27719935,277807357	**SupplyType**	Supply	

Kind Attn : Mr.Ganji Ashok

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	6560 - Paints - Lappam Patti - 4 In - nos	30.00	12.71	0.00	18.00	449.93
					Total Order Value . . .	**449.93**

Rupees : Four Hundred Fourty Nine and Paise Ninty Three Only.

Terms and Conditions :-

Specification / Brand	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	by 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 items not confirming to qlty & specs. Above order for Site use purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For *Nilgiri Estates*
Authorised Signatory

15/09/2020

Name :

Accepted the above Terms And Conditions
For *Ganji Venkannah & sons (Asian Paints)*

Name :

Date : __/__/____

Requisition Form

Company Name:	NILGIRI ESTATES	Date:	10.09.2020
Site & Phase :	NILGIRI ESTATE	Time:	14:30
Supplier		Req. No.	72954
Material required before date:		ID No.	59883

No	Description	Size	Quantity	Units	Inward No	Date
1	MYK Dump guard	STD	20	Boxes		
2	Birla Wall care putty 70419	STD	10	Bags		
3	Luppum Patti	4”	30	Nos		
4	Bombay Brooms Small 70416	STD	30	Nos		
5						
6						
7						
8						
9						
10						

Remarks: - For Site use purpose			
Prepared By	Anil.M	Approved by	APPROVED MINISH PARIKH MANAGER PROCUREMENT
Sign.& Date	10.09.2020	Sign. & Date	15/9/20

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						

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.