

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 24/11/2020		Prepared by: NEHA.CH	
PO/WO no. 71018		PO / WO Date. 06/10/2020	
Supplier Name Industrial Equipment Centre		PO/WO amount 5310/-	
Firm/Company Nilgiri Estates		Project Nilgiri Estates	
Sl. No.	Bill No.	Bill Date	Bill amount
1	1451	4/11/2020	5310/-
2			
3			
4			
Amount A - Bills total(Excluding Transport & Hamali Charges):			5310/-
Sl. No.	DC No	DC. Date	MRN No. DC matches MRN
1.			☐ Yes ☐ No
2.			☐ Yes ☐ No
3.			☐ 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:			5310/-
Amount E - PO / WO value:			5310/-
Amount F - Difference (A - E): GST-18%			
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 - Rs. _____/- ☒ No	
Payment - due date		27/11/2020	
Remarks:			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
MD	Accounts - receiver of bill	Accountant	Accounts Manager
Sign:	Neha	Pd	
Date	24/11/20	24/11	

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. 10,000/-. Purchase Manager or Procurement Manager to approve all bills from 10,000/- 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)



INDUSTRIAL EQUIPMENT CENTRE
 (A Unit of Reliable Engg Products India Pvt Ltd)
 5-5-65, G 14&15, S.A Trade Centre,
 Ranigunj, Secunderabad - 500003
 phone no.8008143951
 GSTIN/UIN: 36AADCR2809N1Z3
 State Name : Telangana, Code : 36
 Contact : 040-66563951,8008143951
 E-Mail : iec3951@gmail.com

Buyer

Nilgiri Estates

5-4-187/3 & 4, IInd Floor,
 M.G.Road,Secunderabad
 Phone No.7675964333

GSTIN/UIN : 36AAHFN0766F1ZA

State Name : Telangana, Code : 36

Invoice No.

BR/CR/1451

Dated

4-Nov-2020

Delivery Note

Mode/Terms of Payment

Supplier's Ref.

Other Reference(s)

Buyer's Order No.

71018

Dated

6-Oct-2020

Despatch Document No.

Delivery Note Date

Despatched through

Destination

Terms of Delivery

SI No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Disc. %	Amount
1	Wheel Barrow 16 Gauge Double Wheel Barrow	8716	1.000 Nos	4,500.00	Nos		4,500.00
	OUTPUT CGST						405.00
	OUTPUT SGST						405.00
 		Total	1.000 Nos				₹ 5,310.00

Amount Chargeable (in words)

E. & O.E

INR Five Thousand Three Hundred Ten Only

HSN/SAC	Taxable Value	Central Tax		State Tax		Total Tax Amount
		Rate	Amount	Rate	Amount	
8716	4,500.00	9%	405.00	9%	405.00	810.00
Total	4,500.00		405.00		405.00	810.00

Tax Amount (in words) : **INR Eight Hundred Ten Only**

Remarks:

CHQ RECEIVED @Rs.5310/- DATED 10.10.2020 CHQ NO.752623

Company's PAN : AADCR2809N

Declaration

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

for INDUSTRIAL EQUIPMENT CENTRE

Authorised Signatory

Purchase Order

Page(s) 1 Of 1

06-Oct-20 11:42:34 AM



71018

05.10.20 3:23:14

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

Supplier Details

Industrial Equipment Centre
5-5-65, G-14, S.A. Trade Centre,
Ranigunj, Sec.-3.

GSTIN - 27717323
66383951/27717323 9849794847

Doc No	71018	72977
Doc Date	06-10-2020	
Quote No	Nil	
Quote Date	11-07-2017	
SupplyType	Supply	

Kind Attn : Mr. Huzefa

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	IGST	Amount
1 5200 - Equipment - machinery - Trolley - NA - Nos Double tyre trolley	1.00	4,500.00	0.00	18.00	5,310.00
Total Order Value . . .					5,310.00
Rupees : Five Thousand Three Hundred Ten Only.					

Terms and Conditions :-

Specification / Brand As per details given in the quotation.

Payment Terms 100% advance payment

Tax All taxes are included

Delivery Date With in 3-4 days

Delivery Location Nilgiri Homes Phase - II
Sy.No.143/133/134/135/136, Rampally Village.
Phone. Malleshham 9553797190

Penalty For Delay Nil

Transportation Cost Included by us

Warranty Nil

Advance Paid By cheque no-..... Rs-5,310-00,Dated-----

Other Terms We reserve the right to reject items not conforming to quality and specifications,Damage is in suppliers account,above order is for garbage collection, purpose.

Completion Date Nil

Measurment Nil

Security Nil

Remarks Nil

For **Nilgiri Estates**

Authorised Signatory

Name :

Accepted the above Terms And Conditions

For **Industrial Equipment Centre**

Name : _____

Date : __/__/__

Requisition Form

Company Name:	NILGIRI ESTATES	Date:	17.09.2020
Site & Phase :	NILGIRI ESTATE	Time:	02:30
Supplier		Req. No.	72977
Material required before date:		ID No.	60117

No	Description	Size	Quantity	Units	Inward No	Date
1	Wheel Barrow With Rubber Tyres	Std	02	No's		
2						
3						
4						
5						
6						
7						
8						
9						
10						

Remarks: - for Garbage Collection Work at site Purpose.

Prepared By	Vijay	Approved by	
Sign. & Date	17.09.2020	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.