PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	8/1/21	Prepared by:	PRABHAKAR.P
PO/WO no.	73023	PO / WO Date.	16-12-20
Supplier Name	Shiv Shakti Machine tools Hardware & electricals	PO/WO amount	3,392.50
Firm/Company	ONE	Project	ONE
Sl. No.	Bill No.	Bill Date	Bill amount
1	2020-21/3206/SS	18/12/20	3,392.50
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			3,392.50

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.			87097	☑ 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:	3,392.50
Amount E – PO / WO value:	3,392.50
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 / W?O	☑ Yes ☐ No – wait for balance material ☐ No (explained below)
Advance paid / PDC given (deduct when paying)	☐ Yes – Rs. ☑ No
Payment – due date	18/1/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:		PS	APPROVED 09 JAN 2021 MINISH PARIKH MANAGER PROCUREMENT				
Date		8/1/21					

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

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. **2020-21/3206/SS**	Dated **18-Dec-2020**
	Delivery Note	Mode/Terms of Payment
	Supplier's Ref. **3206**	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. **73023-175090**	Dated **16-Dec-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**	82029990	**25 pc**	90.00	pc		**2,250.00**
2	**Cut Off Wheel 4"(B)**	68042390	**25 pc**	25.00	pc		**625.00**
							2,875.00
	CGST						**258.75**
	SGST						**258.75**
	Total		**50 pc**				**₹ 3,392.50**

INWARD
Inward No: 22298 Dt: 23/12/20
MRN No: 87097 Dt: 04/01/2021.
Received By: Sign.
Nilgiri Estates

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

INR Three Thousand Three Hundred Ninety Two and Fifty paise Only

HSN/SAC	Taxable Value	Central Tax		State Tax		Total Tax Amount
		Rate	Amount	Rate	Amount	
82029990	2,250.00	9%	202.50	9%	202.50	405.00
68042390	625.00	9%	56.25	9%	56.25	112.50
Total	**2,875.00**		**258.75**		**258.75**	**517.50**

Tax Amount (in words) : **INR Five Hundred Seventeen and Fifty paise 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

MODI PROPERTIES PVT. LTD. * SEC'BAD *
INWARD
No: 1293
Date: 5/1
Sign:

Purchase Order

 16-12-2020 4:59:58 PM

Origi 73023
16.12.20 11:34:54

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
2-3-7, MG Road, Beside ICICI Bank, Secunderbad-03,(T,S)

GSTIN 36ADQFS9120G1ZQ
8121002491 8374457644

Doc No	73023	175090
Doc Date	16-12-2020	
Quote No	Nil	
Quote Date	02-06-2017	
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"*	25.00	90.00	0.00	18.00	2,655.00
2	9550 - Tools - Machine Blade - other - nos *Rod Cutting Blade 4"*	25.00	25.00	0.00	18.00	737.50
					Total Order Value . . .	**3,392.50**

Rupees : Three Thousand Three Hundred Ninty Two and Paise Fifty 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 Estate Sy.No.143/133/134/135/136, Rampally Village. Phone. 9030931172, 8297349480
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 : ______________

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

Name : ______________

Date : __/__/____

Requisition Form

Company Name:	NILGIRI ESTATES	Date:	16.12.2020
Site & Phase :	NILGIRI ESTATE	Time:	12:40
Supplier		Req. No.	175090
Material required before date:		ID No.	62332

No	Description	Size	Quantity	Units	Inward No	Date
1	Wall Cutting Blades	STD	25	No's		
2	Rod Cutting Blades 23023	STD	25	No's		
3						
4						
5						
6						
7						
8						
9						
10						

Remarks: - For Site use purpose.

Prepared By	Vijay	Approved by	APPROVED 16 DEC 2020 P. PRABHAKAR Sr. MANAGER PURCHASE
Sign.& Date	16.12.2020	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						

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.