PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	18/2/21	Prepared by:	NEHA
PO/WO no.	74396	PO / WO Date.	03/02/2021
Supplier Name	Anisha Associates	PO/WO amount	2100/-
Firm/Company	NE	Project	NE
Sl. No.	Bill No.	Bill Date	Bill amount
1	247	10/2/21	2100/-
2			
3			
Amount A – Bills total(Excluding Transport & Hamali Charges):			2100/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.			88604	☐ 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:				2100/-
Amount E – PO / WO value:				2100/-
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	**22-02-21**
Remarks	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Neha	[signature]					
Date	18/2/21	18/2					

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

ANISHA ASSOCIATES

Pidilite Building Bonds

AUTHORISED DISTRIBUTORS :
DR FIXIT, ROFF, MYK, ZYDEX & CERA CHEM CONSTRUCTION CHEMICALS
No. 3-6-98, Vasavi Towers, Below Cafe Coffee Day,
West Marredpally Main Road, Secunderabad - 500 026.
✆ : 040-48509804, Mob : 9246589804 E-mail : anishaassociates68@gmail.com
GSTIN : 36ABTPV3594Q1Z8

Buyer/To M/s Nilgiri Estates
M.G Road, Sec-Bad
GSTNO: 36AAHFN
0766 F1ZA

No. 247 Date : 10/02/2021
Your order No. 74396 Date 03/02/2021
Our D.C. No. ________ Date : ________
Documents Sent through ________

S.No.	DESCRIPTION	Packing	Qty.	Unit Price	AMOUNT Rs.	Ps.
1)	Silicon Sealant GP CLR	280ml	10	156.77	1567	70
2)	Silicon Gun	No1	01	211.86	211	86
				Total Taxable	1779	56
				CGST @ 9%	160	16
				SGTS @ 9%	160	16
				IGST @	/	
				TOTAL	2100	00

MODI PROPERTIES PVT. LTD. 74362 15/2/21 New

INWARD
Inward No: 22458 Dt: 11/02/21
MRN No: 88604 Dt: 12/02/21
Received By: Ashish Sign

Rupees Two Thousand One Hundred Rupees only

Goods once sold will not be taken back or exchanged
Subject to Hyderabad Jurisdiction.

P. Sadasiva
For Anisha Associates

 03-02-2021 4:28:52 PM Origi

Purchase Order

74396
29.01.21 12:34:13

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

Supplier Details			
Anisha Associates No.3-6-98, Vasavi Towers, Boosareddyguda, West Marredpally, Main Road, Secunderabad.	**Doc No**	74396	175174
	Doc Date	03-02-2021	
	Quote No	Nil	
GSTIN 36ABTPV3594Q1Z8 NA	**Quote Date**	14-09-2020	
66209804 9246589804	**SupplyType**	Supply	

Kind Attn : Mr. Kishan Raj

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	3130 - Chemicals - Silicon Gel Tube - NA - pkts	10.00	185.00	0.00	0.00	1,850.00
2	6142 - Miscellaneous - Silicon Gun - NA - nos	1.00	250.00	0.00	0.00	250.00
					Total Order Value . . .	**2,100.00**

Rupees : Two Thousand One Hundred Only.

Terms and Conditions :-

Specification /	All items shall be of 'Dr. Fixit' brand.
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Next day.
Delivery Location	Nilgiri Estate Sy.No.143/133/134/135/136, Rampally Village. Phone. 9030931172
Penality For Delay	Nil
Transportation	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 MIRROR FIXING TO ms FRAMES purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For *Nilgiri Estates*
Authorised Signatory

Name : 05/02/2021

Accepted the above Terms And Conditions
For *Anisha Associates*

Name : ______________________

Date : __/__/____

Requisition Form

Company Name:	NILGIRI ESTATES	Date:	02-02-21
Site & Phase :	NILGIRI ESTATE	Time:	15:20
Supplier		Req. No.	175174
Material required before date:		ID No.	635898

No	Description	Size	Quantity	Units	Inward No	Date
1	Silican cube	Std	10	No's		
2	Silican Gun	Std	01	No's		
3	74396					
4						
5						
6						
7						
8						
9						
10						

03 FEB 2021

Remarks: - For Mirror fixing to MS frame

Prepared By	kavitha	Approved by	
Sign.& Date	02-02-21	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.