PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	18/02/2021	Prepared by:	MINISH.
PO/WO no.	74346.	PO / WO Date.	02/02/2021
Supplier Name	Shiv Shakti Machine Tool's Hardware & Electricals	PO/WO amount	1,357/-
Firm/Company	Nilgiri Estates.	Project	NB.
Sl. No.	Bill No.	Bill Date	Bill amount
1	4210	10/02/2021	1,357/-
3			
4			/
Amount A – Bills total(Excluding Transport & Hamali Charges):			1,357/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.			88600.	☑ 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:	1,357/-
Amount E – PO / WO value:	1,357/-
Amount F – Difference (A – E): GST-18%	NIL -
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	20/02/2021
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:		[signature]	APPROVED 18 FEB 2021 MINISH PARIKH				
Date		18/2					

tes: 1. In case amount to be credited to supplier and the bills total does not match prepare JV for debit or credit. 2. Attach litional sheets if quantity of bills or DCs is more than the space provided. Clearly mark the space provided with 'see ichment'. 3. Purchase Officer can approve Pos/Wos upto Rs. 10,000/-. Purchase Manager or Procurement Manager to approve 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 isport, Hamali charges, etc and instead include in Amount B. 6. To be approved by accounts manager if bill value exceeds Rs. 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. **2020-21/4210/SS**	Dated **10-Feb-2021**
Delivery Note	Mode/Terms of Payment
Supplier's Ref. **4210**	Other Reference(s)
Buyer's Order No. **74346-175167**	Dated **2-Feb-2021**
Despatch Document No.	Delivery Note Date
Despatched through	Destination
Terms of Delivery	

Buyer
Nilgiri Estates
5-4-187/3&4, IInd Floor, M.G Road, Secunderabad, 500003
GSTIN/UIN : 36AAHFN0766F1ZA
State Name : Telangana, Code : 36

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Disc. %	Amount
1	**MAL 12 Seg**	82029990	**10 pc**	90.00	pc		**900.00**
2	**Cut Off Wheel 4"(B)**	68042390	**10 pc**	25.00	pc		**250.00**
							1,150.00
	CGST						**103.50**
	SGST						**103.50**
	Total		**20 pc**				**₹ 1,357.00**

INWARD
Inward No: 22459 Dt: 11/02/21
MRN No: 88600 Dt: 12/02/21
Received By: Sign
Nilgiri Estates

Amount Chargeable (in words)
E. & O.E
INR One Thousand Three Hundred Fifty Seven Only

HSN/SAC	Taxable Value	Central Tax		State Tax		Total Tax Amount
		Rate	Amount	Rate	Amount	
82029990	900.00	9%	81.00	9%	81.00	162.00
68042390	250.00	9%	22.50	9%	22.50	45.00
Total	**1,150.00**		**103.50**		**103.50**	**207.00**

Tax Amount (in words) : **INR Two Hundred Seven 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

7000
15/2/21

Purchase Order

 02-02-2021 4:43:56 PM

74346
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			
Shiv Shakti Machine Tools Hardware & Electricals 2-3-7, MG Road, Beside ICICI Bank, Secunderbad-03,(T,S) **GSTIN** 36ADQFS9120G1ZQ 8121002491 8374457644	**Doc No**	74346	175167
	Doc Date	02-02-2021	
	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"*	10.00	90.00	0.00	18.00	1,062.00
2	9550 - Tools - Machine Blade - other - nos *Rod Cutting Blade 4"*	10.00	25.00	0.00	18.00	295.00
					Total Order Value . . .	**1,357.00**

Rupees : One Thousand Three Hundred Fifty Seven Only.

Terms and Conditions :-

Specification /	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
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 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:	30-01-2021
Site & Phase :	NILGIRI ESTATE	Time:	12:08
Supplier		Req. No.	175167
Material required before date:	Urgent	ID No.	63496

No	Description	Size	Quantity	Units	Inward No	Date
1	Hand glouses 74345	STD	20	pairs		
2	Wall cutting blades	STD	10	No's		
3	Rod cutting blades 74346	STD	10	No's		
4						
5						
6						
7						
8						
9						
10						

APPROVED
02 FEB 2021
[illegible]
MANAGER PROCUREMENT

Remarks: - For site use purpose.

Prepared By	Kavitha	Approved by	
Sign.& Date	30-01-2021	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.