M E

PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	20/8/21	Prepared by:	BHAVANI
PO/WO no.	79338	PO / WO Date.	4/8/21
Supplier Name	Shweta Computers	PO/WO amount	1950
Firm/Company	Nilgiri Estates	Project	NE
Sl. No.	Bill No.	Bill Date	Bill amount
1	00015687	17/8/21	1950
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			1950

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.			95367	☐ 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:	1950
Amount E – PO / WO value:	1950
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	23/8/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Bhavani	[signature]					
Date	20/8/21	20/8/21					

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

☐ Original for Recepient ☐ Triplicate for Supplier
☐ Duplicate for Transporter ☐ Extra Copy

SHWETA COMPUTERS

SHOP NO. 1,2,3 AND 4, GROUND FLOOR , CHENOY TRADE CENTRE ,
PARKLANE ,SECUNDERABADTELANGANAHYDERABAD 500003
State Name 36 - Telangana
Phone:040-66143437,66143438,66143439,
Email:Shwetacomputers@shwetagroup.com
GSTIN:36ACUFS2935A1ZZ
PAN:ACUFS2935A

Bill To :
NILGIRI ESTATES
7842576955
5-4-187/3 AND 4, 2ND FLOOR, SOHAM MANSION, MG ROAD,
SECUNDERABAD, Ranga Reddy, Telangana, 500003
HYDERABAD - 500003
State : 36 - Telangana

Invoice No. : 00015687
Invoice Date : 17/08/2021
GSTIN : 36AAHFN0766F1ZA
PAN : AAHFN0766F

Ship to:

Sl	Product Description	HSN/. SAC	Qty	Rate (incl GST)	Rate	Taxable Amount	CGST %	CGST Amt	SGST %	SGST Amt	IGST %	IGST Amt
1	LAPTOP ADAPTOR (COMP) HP COMPATIBLE (3322)	84733099	3	600.00	508.48	1525.43	9.00	137.29	9.00	137.29	0.00	0.00
2	COMPUTER CABLE 18%	85444999	3	50.00	42.37	127.12	9.00	11.44	9.00	11.44	0.00	0.00
						1652.55						
	CGST				9.00	148.73						
	SGST				9.00	148.73						
	ROUND OFF				0.00	- 0.01						
	Grand Total		6			**1950.00**		**148.73**		**148.73**		

INWARD
Inward No: 2703 Dt: 20/8/21
MRN No. 95367 Dt: 20/8/21
Received By: Sign
Nilgiri Estates

Rupees One Thousand Nine Hundred Fifty Only.

Bank Details :
HDFC BANK PARADISE A/C NO : 50200010045314, IFSC: HDFC0000042
Terms & Condition :
1. No warranty for burnt/Physical damage goods.
2. For Warranty bring Product with box.
3. In case of default interest payable @ 24% p.a. from bill date
4. All disputes are subject to HYDERABAD jurisdiction
5. Payment should be sent through A/c payee cheque/Draft only
6. Standard Warranty 11 months from the date of invoice.
7. No warranty on adaptor,cables,earphone,other accessories & consumbales products etc

SUMMIT SALES LLP R.R. DIST.
IN WARD No: 83611
Date: 21/8
Sign:

E.&O.E
For SHWETA COMPUTERS

SHWETA COMPUTERS SEC-BAD

Authorised Signatory

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 04-08-2021 2:29:13 PM

Purchase Order

79338
31.07.21 2:18:25

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

Supplier Details			
Shweta Computers Shop no. 1 to 4 & 1A, 2A, 58A, 59A, Chenoy Trade Centre, Parklane, Secunderabad - 500 003. **GSTIN** 36ACUFS2935A1ZZ 9248091726	**Doc No**	79338	175307
	Doc Date	04-08-2021	
	Quote No	Nil	
	Quote Date	04-08-2021	
	SupplyType	Supply	

Kind Attn : Mr.Irfan

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	4070 - Consumables - Batteries - other - nos *HP Laptop Charger & Power Cable*	3.00	550.80	0.00	18.00	1,949.83
					Total Order Value . . .	**1,949.83**

Rupees : One Thousand Nine Hundred Fourty Nine and Paise Eighty Three Only.

<u>Terms and Conditions :-</u>

Specification /	All items shall be of Dell Brand
Payment Terms	100% as advance
Tax	Inclusive of all taxes
Delivery Date	Next Working 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	1 yr
Advance Paid	Rs.1950- vide cheq....
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for site laptop purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For *Nilgiri Estates*
Authorised Signatory

Name : __________

Accepted the above Terms And Conditions
For ***Shweta Computers***

Name : __________

Date : __/__/___

Requisition Form

Company Name:	NILGIRI ESTATES	Date:	28-6-2021
Site & Phase :	NILGIRI ESTATE	Time:	13:28
Supplier		Req. No.	175307
Material required before date:		ID No.	67070

No	Description	Size	Quantity	Units	Inward No	Date
1	HP Laptop chargers	STD	3	No's		
2						
3						
4						
5	79338					
6						
7						
8						
9						
10						

Remarks: - For Site office use purpose.

Prepared By	Akheel	Approved by	APPROVED 28 JUN 2021 P. PRABHAKAR SR. MANAGER PURCHASE
Sign.& Date	28-06-2021	Sign. & Date	

Note: On receipt of material at site write inward number and date in last 2 columns.

Certified by:
Project Manager
Nilgiri Estates

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.