(N)

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	21/10/2021	Prepared by:	Bhavani
PO/WO no.	79760	PO / WO Date.	17/8/21
Supplier Name	Shweta Computers	PO/WO amount	3700
Firm/Company	Nilgiris Estates	Project	NE
Sl. No.	Bill No.	Bill Date	Bill amount
1	00021201	7/10/21	3700
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			3700

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:	3700
Amount E – PO / WO value:	3700
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	25/10/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Bhavani	[signature]					
Date	21/10/21	21/10/21					

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
PO NO.79760/183120 DATED:29-06-2021

Ship to:

Invoice No. : 00021201
Invoice Date : 07/10/2021
GSTIN : 36AAHFN0766F1ZA
PAN : AAHFN0766F

PO 79760

Sl	Product Description	HSN/ SAC	Qty	Rate (incl GST)	Rate	Taxable Amount	CGST %	CGST Amt	SGST %	SGST Amt	IGST %	IGST Amt
1	HDD 1 TB LAPTOP SGT	84717020	1	3700.00	3135.59	3135.59	9.00	282.20	9.00	282.20	0.00	0.00
						3135.59						
	CGST				9.00	282.20						
	SGST				9.00	282.20						
	ROUND OFF				0.00	0.01						
	Grand Total:		1			3700.00		282.20		282.20		

INWARD
Inward No: 442 Dt: 07/10/21
MRN No: Dt:
Received By: Sign:
MODI PROPERTIES

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 8538
Date: 11-10-21
Sign:

Rupees Three Thousand Seven Hundred 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

E.&O.E
For **SHWETA COMPUTERS**

SHWETA COMPUTERS SEC-BAD

Authorised Signatory

SERVICE TIME : MONDAY TO FRIDAY 12 Noon to 5 PM

Purchase Order

 17-08-2021 15:11:33

Origi

79760
12.08.21 2:08:31

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**	79760	183120
	Doc Date	17-08-2021	
	Quote No	Nil	
	Quote Date	29-06-2021	
	SupplyType	Supply	

Kind Attn : Mr.Irfan

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	3529 - Computers and Peripherals - Hard Disk - NA - Nos *1 TB*	1.00	3,700.00	0.00	0.00	3,700.00
					Total Order Value . . .	**3,700.00**
Rupees : Three Thousand Seven Hundred Only.						

Terms and Conditions :-

Specification /	All items shall be of Dell brand
Payment Terms	100% as advance
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	3700 /-
Other Terms	We reserve the right to reject items not conforming to quality and specifications. above order for NE Site system Purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***Nilgiri Estates***

Authorised Signatory

Name : ____________________

Contact - -

Accepted the above Terms And Conditions

For ***Shweta Computers***

Name : ____________________

Date : __/__/____

1126

Requisition Form

Company Name:	Nilgiri Estates	Date:	17-08-2021
Site & Phase :	Site Office	Time:	
Supplier		Req. No.	183120
Material required before date:		ID No.	68513

No	Description	Size		Quantity	Units	Inward No	Date
1	HDD ITB			1	No		
2							
3							
4	79760						
5							
6							
7							
8							
9							
10							

Remarks: This is for NE site system

Prepared By	Suneel	Approved by	
Sign.& Date	17-8-2021	Sign. & Date	

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

APPROVED
17 JUN 2021
P. PRABHAKAR
MANAGER PURCHASE

1126

Requisition Form

Company Name:	Nilgiri Estates	Date:	17-08-2021
Site & Phase :	Site Office	Time:	
Supplier		Req. No.	183120
Material required before date:		ID No.	68513

No	Description	Size	Quantity	Units	Inward No	Date
1	HDD ITB		1	No		
2						
3						
4	79760					
5						
6						
7						
8						
9						
10						

Remarks: This is for NE site system

Prepared By	Suneel	Approved by	APPROVED
Sign.& Date	17-8-2021	Sign. & Date	17 JUN 2021 P. PRABHAKAR Sr. MANAGER PURCHASE

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