

PURCHASE DIVISION
Advice for approval for credit to supplier

(E)

Date:	2/2/22	Prepared by	Monish	Serial no.	2206
Supplier name	Shree Computer			HO inward no.	
Firm/Company	NE	Project	NE	HO received date	
PO/WO date	25/11/21	PO/WO No.	819.4	Scan ID:	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	00026234	25/11/21	3700/-	☒ Yes ☐ No	
2.				☐ Yes ☐ No	
3.				☐ Yes ☐ No	
4.				☐ Yes ☐ No	
Amount A - Bills total (Excluding Transport & Hamali Charges):				3700/-	
Proof of delivery by way of ☒ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report					
MRN nos.:				Proof of delivery matches MRN	☒ 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):				-	
Quantity received as per PO / WO		☒ Yes ☐ Excess received ☐ Short received ☐ Part received			
Close PO / WO		☒ Yes ☐ No - wait for balance material ☐ Other			
Payment - due date		14/2/21			
Remarks:					
Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:	Monish				
Sign:	Monish				
Date	2/2/22				
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

Notes: 1. In case amount to be credited to supplier and the bills total does not match, accountants to prepare JV for debit or credit.
2. This set should only have 5 documents i.e., advice to credit to supplier, original bill, proof of delivery, original purchase order with barcode, original requisition. 3. Do not attach additional documents like weighment slips, RMC batch reports, duplicate documents, Eway bills, test reports, etc. 4. In Amount A, exclude transport, Hamali charges, etc., and instead include in Amount B. 5. This report must reach HO within one working day of approval by purchase officer/purchase manager.

TAX INVOICE

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

SHWETA COMPUTERS

SHOP NO. 1,2,3 AND 4, GROUND FLOOR, CHENOY TRADE CENTRE,
PARKLANE, SECUNDERABAD TELANGANA HYDERABAD 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: 81914 DATE: 21-10-2021

Invoice No. : 00026234

Invoice Date : 25/11/2021

GSTIN : 36AAHFN0766F1ZA

PAN : AAHFN0766F

Ship to:

SI	Product Description	HSN/ SAC	Qty	Rate (incl GST)	Rate	Taxable Amount	CGST		SGST		IGST	
							%	Amt	%	Amt	%	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		

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 & consumables products etc

SERVICE TIME : MONDAY TO FRIDAY 12 Noon to 5 PM

E.O.E

For SHWETA COMPUTERS



Authorised Signatory

Purchase Order

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12-01-2022 15:55:58

Original / Office Copy / Purchase Div.Copy

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	81914	183229
Doc Date	21-10-2021	
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

Penalty 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 Site office laptop
Purpose

Completion Date Nil**Measurment** Nil**Security** Nil**Remarks**

Sir,

Bill not received
by Alc'sRegards,
Harish DFor **Nilgiri Estates**

Authorised Signatory


Name : _____

Accepted the above Terms And Conditions

For **Shweta Computers**

Name : _____

Date : __/__/__

Requisition Form

Company Name:		Nilgiri Estates		Date:		11-10-21	
Site & Phase :		Site Office		Time:			
Supplier				Req. No.		183229	
Material required before date:						ID No.	
No	Description	Size	Quantity	Units	Inward No	Date	
1	1TB HDD for laptop		1	No			
2							
3							
4							
5							
6							
7							
8							
9							
10							
Remarks: This is for site Office laptop							
Prepared By		K.Suneel		Approved by			
Sign.& Date		11-10-21		Sign. & Date			

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

Requisition Form

Company Name:				Date:			
Site & Phase :				Time:			
Supplier				Req. No.			
Material required before date:						ID No.	
No	Description	Size	Quantity	Units	Inward No	Date	
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
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.