PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	22/2/22	Prepared by	Monired	Serial no.	2131
Supplier name	Reflections Electricalls pvt Ltd			HO inward no.	
Firm/Company	NE	Project	NE	HO received date	
PO/WO date	14/2/22	PO/WO No.	85526	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	4146	17/2/22	49461/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	49461/-
Proof of delivery by way of ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	103862	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:	49461/-
Amount E – PO / WO value:	49461/-
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	28/4/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Monir				
Sign:	Monir	22 FEB 2022			
Date	22/2/22				
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

Sales Invoice

Reflections Electricals Pvt Ltd.
5-4-187/7, M G Road & R P Road Junction
Ranigunj, Secunderabad 500003 T.S
Phone: 04027543785, 9705577776
GSTIN/UIN: 36AADCR2047Q1ZZ
State Name : Telangana, Code : 36
E-Mail : reflections_hyderabad@yahoo.com

Invoice No. **4146**	Dated **17-Feb-2022**
Delivery Note **1029**	Mode/Terms of Payment **Against Delivery**
Reference No. & Date. **4146 dt. 17-Feb-2022**	Other References
Buyer's Order No. **85526/175479**	Dated **14-Feb-2022**
Dispatch Doc No.	Delivery Note Date **17-Feb-2022**
Dispatched through **Your Self**	Destination **Rampally Village**
Terms of Delivery	

Consignee (Ship to)
Nilgiri Estates
5-4-187/3 & 4, II Floor, MG Road, Secunderabad 500 003, Telangana
GSTIN/UIN : 36AAHFN0766F1ZA
State Name : Telangana, Code : 36

Buyer (Bill to)
Nilgiri Estates
5-4-187/3 & 4, II Floor, MG Road, Secunderabad 500 003, Telangana
GSTIN/UIN : 36AAHFN0766F1ZA
State Name : Telangana, Code : 36
Place of Supply : Telangana

Sl No.	Description of Goods	HSN/SAC	GST Rate	Quantity	Rate	per	Amount
1	**COB 3W Slim 2700K D320327**	940511	12 %	**4.0000 nos**	300.00	nos	**1,200.00**
2	**Module Panel 8W 6500K DC10865**	940511	12 %	**12 No's**	268.00	No's	**3,216.00**
							4,416.00
	OUTPUT CGST						**264.96**
	OUTPUT SGST						**264.96**
	Rounding Off						**0.08**
	Total						**₹ 4,946.00**

SUMMIT SALES LLP R.R. DIST. IN WARD No: 91241 Date: 18/2 Sign:

INWARD
In ward No: 22864 Dt: 17/02/22
GRN No: 103862 Dt: 18/02/22
Received By: Ashish Sign:
Nilgiri Estates

Amount Chargeable (in words)
E. & O.E

INR Four Thousand Nine Hundred Forty Six Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
940511	4,416.00	6%	264.96	6%	264.96	529.92
Total	**4,416.00**		**264.96**		**264.96**	**529.92**

Tax Amount (in words) : **INR Five Hundred Twenty Nine and Ninety Two paise Only**

Date & Time :

Company's Bank Details
A/c Holder's Name : **Reflections Electricals Pvt Ltd.**
Bank Name : **State Bank of India**
A/c No. : **30033772668**
Branch & IFS Code : **M G Rod, Secunderabad & SBIN0003032**

Company's PAN : **AADCR2047Q**

Declaration
We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

for Reflections Electricals Pvt Ltd.

REFLECTIONS ELECTRICALS PVT. LTD. SEC'BAD

Authorised Signatory

SUBJECT TO HYDERABAD JURISDICTION

This is a Computer Generated Invoice

Purchase Order

 19-02-2022 10:52:02 AM

85526
14.02.22 2:32:32

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

Supplier Details			
Reflections Electricals Pvt. Ltd.,	**Doc No**	85526	175479
5-4-187/6, P.M. Modi Complex Ist Floor,M.G. Road,Sec-Bad -500 003	**Doc Date**	14-02-2022	
	Quote No	NIL	
GSTIN 36AADCR2047Q1ZZ 27540307	**Quote Date**	08-02-2022	
27543785.. 9849875767	**SupplyType**	Supply	

Kind Attn : MR.Shakib khan

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	4746 - Electrical - other - LED Lights - NA - nos *D320327- 3Watts*	4.00	300.00	0.00	12.00	1,344.00
2	4746 - Electrical - other - LED Lights - NA - nos *D540865- 8Watts*	12.00	268.00	0.00	12.00	3,601.92
				Total Order Value . . .		**4,945.92**

Rupees : Four Thousand Nine Hundred Fourty Five and Paise Ninty Two Only.

Terms and Conditions :-

Specification /	All items shall be of 'Wipro' brand North west series
Payment Terms	After Delivery & Production of bill
Tax	VAT 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	5yrs
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications.Payment as per actual receipt of material. Above order for club house guest room purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	Original invoice + Copy of proof of delivery is required to process invoice for payment. DO NOT send original invoice to site. Original invoice must be sent to HO office or purchase site office. Proof of delivery/DC can be sent by email.

For ***Nilgiri Estates***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Reflections Electricals Pvt. Ltd.,***

Name : ____________

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	NILGIRI ESTATES	Date:	08-02-22
Site & Phase :	NILGIRI ESTATE	Time:	10:30
Supplier		Req. No.	175479
Material required before date:		ID No.	73647

No	Description	Size	Quantity	Units	Inward No	Date
1	False Ceiling-Spot light (Wipro -Garnet D320327)	2 1/2 inch dia(3 W)	04	Nos		
2	False Ceiling -Down Lighter (Wipro- Garnet D540865) Day light	3 1/2 inch Dia (8W)	12	Nos		268 +12%
3						
4						
5	85526					
6						
7						
8						
9						
10						

Remarks:- For Club house (Guest Room) Purpose in the site

Prepared By	Sadhana	Approved by	Akheel
Sign.& Date	08.02.22	Sign. & Date	08.02.22

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.