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PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	26/6/20	Prepared by:	V. Pavali
PO/WO no.	67766	PO / WO Date.	05/6/20
Supplier Name	Rita seeds	PO/WO amount	9,850/-
Firm/Company	Nilgiri estates	Project	NC
Sl. No.	Bill No.	Bill Date	Bill amount
1.	1386	19/6/20	10,350/-
2.			
3.			
4.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			10,350/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	—	—	80169	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount B –Other Credits :	—
Amount C –Other Debits :	—
Amount D (D=A+B-C) – Amount to be credited to the supplier:	10,350/-
Amount E – PO / WO value:	9,850/-
Amount F – Difference (A – E):	500/-
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	30/6/20
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	V. Pavali		[signature] APPROVED 27 JUN 2020 MINISH PARIKH MANAGER PROCUREMENT				
Date	26/6/20.						

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. 5,000/-, Purchase Manager and Procurement Manager to approve all bills from 5,000/- to 1,00,000/- . 4. Attach JV, Office copy of PO/WO, DCs and bills to this advice. 5. In Amount A, exclude

~~CASH~~ / CREDIT BILL

Ph : 65168470
23222835

RITA SEEDS STORE

DEALERS IN : ALL KINDS OF SEEDS, FERTILIZERS & PESTICIDES OF MAHYCO, RALLIS, INDOFIL, CIBA, STANES PRODUCTS & AGRICULTURAL, IMPLEMENTS ETC.

3-6-295/4, Hyderguda, Hyderabad - 29.

No. 1386

Date : 19/6/2020

M/s. Nilgiri Estates

Sec-bad. DOC NO. 67766/72792 5/6/2020

S. No.	PARTICULARS	Qty.	Rate	Amount Rs.	Ps.
1.	Compost	30 kgs	200/-	6000	00
2.	Neem	5 kgs	600/-	3000	00
3.	Cauflee	1 kg		1350	00
			TOTAL	10350	00

MODI PROPERTIES PVT. LTD. SECBAD
INWARD
No. 66725
Date 23/06
Sign.

INWARD
Inward No: 21719 Dt: 19/6/20
MRN No: 801169 Dt: 19/6/2020
Received By: Ashish Sign:
Nilgiri Estates

TIN No. : 36 AKAPK 8182 D/28
CST No.
Goods once sold will not be taken back or exchanged.
Subject to Hyderabad Jurisdiction

For RITA SEEDS STORE

Signature

Purchase Order

 05-06-2020 11:46:01 AM

67766
03.06.20 12:48:13

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

Supplier Details			
Rita Seeds	**Doc No**	67766	72792
Basheerbagh, Secunderabad.	**Doc Date**	05-06-2020	
	Quote No	Nil	
GSTIN 36AKAPK8182D1Z8	**Quote Date**	18-06-2019	
23222835,65168470 9949015953	**SupplyType**	Supply	

Kind Attn : Mr. Suresh

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	3167 - Chemicals - Vermicompost - NA - bags *20 kgs*	30.00	200.00	0.00	0.00	6,000.00
2	3121 - Chemicals - Neem care powder - NA - kgs *40 kgs*	5.00	500.00	0.00	0.00	2,500.00
3	3144 - Chemicals - D.A.P - NA - Kgs *50 kgs*	1.00	1,350.00	0.00	0.00	1,350.00
					Total Order Value . . .	**9,850.00**

Rupees : Nine Thousand Eight Hundred Fifty Only.

Terms and Conditions :-

Specification / Brand	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, 8297349480
Penality For Delay	Nil
Transportation Cost	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 trees purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***Nilgiri Estates***

Authorised Signatory

Name : ____________

Accepted the above Terms And Conditions

For ***Rita Seeds***

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	NILGIRI ESTATES	Date:	01.06.2020
Site & Phase :	NILGIRI ESTATES	Time:	16:46
Supplier		Req. No.	72792
Material required before date:	Urgent	ID No.	57390

No	Description	Size	Quantity	Units	Inward No	Date
1	**Varmi Compost**	20 Kgs	30	Bags		
2	DAP	50 Kgs	01	Bags		
3	Neem Powder 67766	40 Kgs	05	Bags		
4						
5						
6						
7						
8						
9						
10						

Remarks: For Site Plantation purpose .

Prepared By	Rahul	Approved by	
Sign.& Date	01.06.2020	Sign. & Date	

APPROVED BY
03 JUN 2020
SOHAM MODI
MANAGING DIRECTOR

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

Requisition Form

Company Name:	Nilgiri Estate	Date:	
Site & Phase :	Nilgiri Estate	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.