6

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	28/6/20	Prepared by:	T. Shash
PO/WO no.	67837	PO / WO Date.	8/6/20
Supplier Name	Y. Pushpalatha	PO/WO amount	10070/-
Firm/Company	N E	Project	N H
Sl. No.	Bill No.	Bill Date	Bill amount
1.	161	22/6/20	7950
2.			
3.			
4.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			7950

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			80267	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount B –Other Credits : Transport chrgs	1060
Amount C –Other Debits :	–
Amount D (D=A+B-C) – Amount to be credited to the supplier:	9010
Amount E – PO / WO value:	10070
Amount F – Difference (A – E):	2120

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	3/7/20

Remarks: Short Recived

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]						
Date	28/6/20						

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

GSTIN: 36APYPY9568E1ZM

Composite Scheme

TAX INVOICE

Cell : 88978 95924

Y. PUSHPALATHA

GARDEN CONTRACTOR

H.No. 4-1270, Marthanda Nagar, New Hafeezpet,
Ranga Reddy Dist, Hyderabad - 500 049.

0838
9159
TS07UB8644

M/s. Nilgiri Estates.
Rampally. Hyd.

Party's GSTIN

Sl.No. 161

Date : 22/06/2020

P.O. No. 67837

S.No.	PARTICULARS	HSN Code	Qty.	Rate	Amount Rs.	Ps.
1	Supply of Nilgiri Trees		100 no		9,010	00
			G.TOTAL		9010	00

INWARD
Inward No: 21730 Dt: 22/6/20
MRN No: 80267 Dt: 28/6/2020
Received By: Ashish
Sign AS
Nilgiri Estates

...DI PROPERTIES PVT. LTD. SEC'BAD
INWARD No. 66715 Date 23/06/20 Sign

Rupess inwords: Nine Thousand tenonly.

For Y. PUSHPALATHA

Authorised Signature

Purchase Order

 09-06-2020 2:29:59 PM

67837
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			
Y PUSHPALATHA 4-1270,Marthanda nagar, New Hafeezpet, Ranga Reddy Dist, Hyderbad **GSTIN** 36APYPY9568E1ZM 8897895924	**Doc No**	67837	72801
	Doc Date	08-06-2020	
	Quote No	Nil	
	Quote Date	08-06-2020	
	SupplyType	Supply	

Kind Attn : Radha Krishna

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	6031 - Miscellaneous - Plants - NA - nos *Nilgri tree 5'*	100.00	75.00	0.00	6.00	7,950.00
2	6016 - Miscellaneous - Carpet Grass - NA - sft	200.00	10.00	0.00	6.00	2,120.00
					Total Order Value . . .	**10,070.00**

Rupees : Ten Thousand Seventy Only.

Part received

Terms and Conditions :-

I.V. Bill No 161 Amount 9.010/-
Balance has to be received 1.060/-
28/6/2020

Specification / Brand	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
Delivery Date	Within 7 days
Delivery Location	Nilgiri Estate Sy.No.143/133/134/135/136, Rampally Village. Phone. 9030931172, 8297349480
Penality For Delay	Nil
Transportation Cost	Extra.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for Site use purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***Nilgiri Estates***

Authorised Signatory

Name : ____________________

Accepted the above Terms And Conditions

For ***Y PUSHPALATHA***

Name : ____________________

Date : __/__/____

Requisition Form

ame:	NILGIRI ESTATE	Date:	06-06-2020
ase :	NILGIRI ESTATES	Time:	16:20
er		Req. No.	72801
erial required before date: Urgent		ID No.	57488

No	Description	Size	Quantity	Units	Inward No	Date
1	**Nilgiri Trees**	STD	100	No's		
2	Carpet Gross 67387	STD	200	SFT		
3						
4						
5						
6						
7						
8						
9						
10						

arks:For Site Use Purpose

Prepared By	Vijay Raj	Approved by	APPROVED BY 09 JUN 2020 SOHAM MODI MANAGING DIRECTOR
Sign.& Date	06.06.2020	Sign. & Date	

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