

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	6-7-20	Prepared by:	T.Bhasker
PO/WO no.	67837	PO / WO Date.	8/6/20
Supplier Name	Y - Pushpalatha	PO/WO amount	10070
Firm/Company	NE	Project	NH
Sl. No.	Bill No.	Bill Date	Bill amount
1.	162	28/6/20	21.20
2.			/
3.			/
4.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			2120
Sl. No.	DC No	DC. Date	MRN No.
1.			80694
2.			
3.			
Amount B –Other Credits :			1060
Amount C –Other Debits :			-
Amount D (D=A+B-C) – Amount to be credited to the supplier:			3180
Amount E – PO / WO value:			10070
Amount F – Difference (A – E):			2950
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		10/7/20	
Remarks: <u>Part bill received and balance bill to be receivable.</u>			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
Sign:			
Date	6/7/20	6/7	06 JUL 2020
MINISH PARIKH MANAGER PROCUREMENT			

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 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/-

GSTIN: 36APYPY9568E1ZM

TAX INVOICE

Cell : 88978 95924

Composite Scheme

**Y. PUSHPALATHA****GARDEN CONTRACTOR**H.No. 4-1270, Marthanda Nagar, New Hafeezpet,
Ranga Reddy Dist, Hyderabad - 500 049.M/s. Nilgiri Estates
Rampally

Sl.No. 162

Date : 27/06/2020

Party's GSTIN

P.O. No.....

S.No.	PARTICULARS	HSN Code	Qty.	Rate	Amount Rs. Ps.
1	Supply of Carpet grass. -		200 sq ft		31 80 00
G.TOTAL					31 80 00

Rupees in words: Three Thousand one Hundred Eighty
only -For [Signature] **PUSHPALATHA**

Authorised Signature

Purchase Order

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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, Hyderabad

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 Nilgiri 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.

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 Within 7 days

Delivery Location Nilgiri Estate
Sy.No.143/133/134/135/136, Rampally Village.
Phone. 9030931172, 8297349480

Penalty 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

Part received

7950

For bill no 161 Amount 9,010/-

Balance to be received 2120 1,060/-

28/6/2020

For **Nilgiri Estates**

Authorised Signatory

Name : _____

Accepted the above Terms And Conditions

For **Y PUSHPALATHA**

Name : _____

Date : __/__/__

Requisition Form

Company Name:		NILGIRI ESTATE		Date:		06-06-2020	
Site & Phase :		NILGIRI ESTATES		Time:		16:20	
Supplier				Req. No.		72801	
Material required before date:			Urgent		ID No.		57488
No	Description	Size	Quantity	Units	Inward No	Date	
1	Nilgiri Trees	STD	100	No's			
2	Carpet Grass 67387	STD	200	SFT			
3							
4							
5							
6							
7							
8							
9							
10							
Remarks: For Site Use Purpose							
Prepared By		Vijay Raj		Approved by			
Sign. & Date		06.06.2020		Sign. & Date			

APPROVED BY
05 JUN 2020
SOHAM MODI
MANAGING DIRECTOR

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

Estimate/Draft PO

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08-06-2020 5:14:18 PM

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

Y PUSHPALATHA
4-1270, Marthanda nagar, New Hafeezpet, Ranga Reddy Dist, Hyderabad

GSTIN 36APYPY9568E1ZM

8897895924

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Total Order Value . . .					10,070.00

Rupees : Ten Thousand Seventy 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** Within 7 days**Delivery Location** Nilgiri Estate
Sy.No.143/133/134/135/136, Rampally Village.
Phone. 9030931172, 8297349480**Penalty 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

Accepted the above Terms And Conditions

For **Y PUSHPALATHA**

Name : _____

Name : _____

Date : __/__/__