

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		5/8/20		Prepared by:		HEMENDRA	
PO/WO no.		68450		PO / WO Date.		30/6/20	
Supplier Name		Y. Pushpalatha		PO/WO amount		1060	
Firm/Company		NE		Project		NH	
Sl. No.	Bill No.	Bill Date		Bill amount			
1.	175	28/7/20		1060			
2.							
3.							
4.							
Amount A – Bills total(Excluding Transport & Hamali Charges):						1060	
Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN			
1.			81542	☒ Yes ☐ No			
2.				☐ Yes ☐ No			
3.				☐ Yes ☐ No			
4.				☐ Yes ☐ No			
Amount B – Other Credits :-						Transport charge	
Amount C – Other Debits :-							
Amount D (D=A+B-C) – Amount to be credited to the supplier:						2067	
Amount E – PO / WO value:						1060	
Amount F – Difference (A – E):							
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			14.8.2020				
Remarks:							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
Date	5/8/20						

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 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 - 500 049.11:26
AP 28/07/18

M/s.

*Nilgiri Estates**Rampally,*

Sl.No.

175

Date

28/07/2020

P.O. No.

68450

Party's GSTIN

S.No.	PARTICULARS	HSN Code	Qty.	Rate	Amount Rs.	Ps.
1	<i>Supply of Carpet grass</i>		<i>100 SPT</i>		<i>2067</i>	<i>200</i>
G.TOTAL					<i>2067</i>	<i>200</i>

Rupees in words:

Two thousand sixty seven
only

Y. PUSHPALATHA

Authorised Signature

Purchase Order

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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	68450	72833
Doc Date	30-06-2020	
Quote No	Nil	
Quote Date	30-06-2020	
SupplyType	Supply	

Kind Attn : Radha Krishna

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 6016 - Miscellaneous - Carpet Grass - NA - sft	100.00	10.00	0.00	6.00	1,060.00
Total Order Value . . .					1,060.00

Rupees : One Thousand Sixty 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 : __/__/__

Requisition Form

Company Name:		NILGIRI ESTATE		Date:		27-06-2020	
Site & Phase :		NILGIRI ESTATES		Time:		12:17	
Supplier				Req. No.		72833	
Material required before date:			Urgent		ID No.		58029
No	Description	Size	Quantity	Units	Inward No	Date	
1	Carpet Gross	STD	100	SFT			
2							
3							
4							
5							
6							
7							
8							
9							
10							
Remarks: For Site Use Purpose							
Prepared By		Bhargavi		Approved by			
Sign. & Date		27.06.2020		Sign. & Date			



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							

Estimate/Draft PO

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30-06-2020 1:50:18 PM

Original / Office Copy / Purchase Div.Copy

From Company : **Nilgiri Estates**
5-4-187/3 & 4, IIInd 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

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APPROVED BY
1-JUL 2020
SOHAM MODI
MANAGING DIRECTOR

For **Nilgiri Estates**

Authorised Signatory

Name : _____

Accepted the above Terms And Conditions

For **Y PUSHPALATHA**

Name : _____

Date : ____/____/____