PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	26/8/20	Prepared by:	Bhaskar
PO/WO no.	69604	PO / WO Date.	13/8/20
Supplier Name	4 - Pushpalatha	PO/WO amount	20458
Firm/Company	NE	Project	NH
Sl. No.	Bill No.	Bill Date	Bill amount
1	193	19/8/20	10918
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			10918

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			82227	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
Amount B –Other Credits : Transportation charges		Trpt chgs		~~1007~~ 954
Amount C –Other Debits :				–
Amount D (D=A+B-C) – Amount to be credited to the supplier:				~~11875~~ 11875
Amount E – PO / WO value:				20458
Amount F – Difference (A – E): GST-18%				9540

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	29/8/20
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]	[signature]					
Date	26/8/20	28/8					

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. 10,000/-, Purchase Manager or Procurement Manager to approve all bills from 10,000/- 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
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.

M/s. Nilgiri Estates
Rampally

Party's GSTIN

Sl.No. 193

Date : 19/08/2020

P.O. No. 69604

S.No.	PARTICULARS	HSN Code	Qty.	Rate	Amount Rs.	Ps.
1	Supply of plants		250 no's 120 no's		11,875	00
			G.TOTAL		11,875	00

PROPERTIES PVT. LTD. SEC'BAD
INWARD
No. 68547
Date 26/8
Sign.

INWARD

Inward No: 21953	Dt: 20/8/2020
MRN No: 82227	Dt: 24/8/2020
Received By:	Sign

Nilgiri Estates

Rupess inwords: Eleven Thousand Eight Hundred Seventy five only —

For Y. PUSHPALATHA

Authorised Signature

Purchase Order

 17-08-2020 12:16:06

69604
14.08.20 11:47:15

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	69604	72915
Doc Date	13-08-2020	
Quote No	Nil	
Quote Date	13-08-2020	
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 *Golden Durantha*	250.00	10.00	0.00	6.00	2,650.00
2	6031 - Miscellaneous - Plants - NA - nos *Ceeilpenia*	120.00	65.00	0.00	6.00	8,268.00
3	6096 - Miscellaneous - Grass - NA - Bags *Shaded Grass*	20.00	450.00	0.00	6.00	9,540.00
					Total Order Value . . .	**20,458.00**

Rupees : Twenty Thousand Four Hundred Fifty Eight Only.

Part bill : 193 Dt : 19/8/20
Amt : 11875
26/8/20 Bal : 9540

Terms and Conditions :-

Specification /	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 Homes Phase - II Sy.No.143/133/134/135/136, Rampally Village. Phone. Mallesham 9553797190
Penality For Delay	Nil
Transportation	Extra.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for totlot gardening purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For *Nilgiri Estates*

Authorised Signatory

21/08/2020

Name : ____________

Accepted the above Terms And Conditions

For *Y PUSHPALATHA*

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	NILGIRI ESTATES	Date:	10-08-2020
Site & Phase :	NILGIRI ESTATES	Time:	11:50 AM
Supplier	Y.Pushpalatha	Req. No.	72915
Material required before date: Urgent		ID No.	59087

No	Description	Size	Quantity	Units	Inward No	Date
1	**Golden dorantha**	STD	250	No's		
2	Cceilpenia	STD	120	No's		
3	Country Gross 69604	STD	20	Bag's		
4						
5						
6						
7						
8						
9						
10						

Remarks:For Totlot gardening purpose

Prepared By	Rahul	Approved by	Vijay...
Sign.& Date	10.08.2020	Sign. & Date	APPROVED BY 12 AUG 2020 SOHAM MODI MANAGING DIRECTOR

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

MANAGING

Delivery Location	Nilgiri Homes Phase - II Sy.No.143/133/134/135/136, Rampally Village. Phone. Mallesham 9553797190
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 totlot gardening purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

14/8/20

For ***Nilgiri Estates***

Authorised Signatory

Name : 21/08/2020

Accepted the above Terms And Conditions

For ***Y PUSHPALATHA***

Name : ____________

Date : __/__/____