(8)

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	01/09/2020	Prepared by:	MINISH
PO/WO no.	69604	PO / WO Date	13/08/2020
Supplier Name	Y. Pushpalatha.	PO/WO amount	20,458/-
Firm/Company	Nilgiri Estates	Project name	NE Phase II
Sl. No.	Bill No	Bill Date	Bill amount
1.	194	26/08/2020	10,971/-
2.			
3.			
4.			
5			
Amount A – Bills total(Excluding Transport & Hamali Charges):			10,971/-

Sl. No.	DC No.	DC. Date	MRN No.	DC matches MRN
1.			82358	☑ 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:	10,971/-
Amount E – PO / WO value:	20,458/-
Amount F – Difference (A - E):	9,487/-

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 / WO	☑ Yes □ No – wait for balance material □ No (explained below)
Advance paid / PDC given (deduct when paying)	□ Yes – ☑ No
Payment – due date	07/09/2020.
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:						
Date						

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 upto 25,000/- and Purchase Director thereafter. 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/-

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	**Doc No**	69604	72915
4-1270,Marthanda nagar, New Hafeezpet, Ranga Reddy Dist, Hyderbad	**Doc Date**	13-08-2020	
	Quote No	Nil	
GSTIN 36APYPY9568E1ZM	**Quote Date**	13-08-2020	
8897895924	**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	

01/09/2020

For ***Nilgiri Estates***
Authorised Signatory
21/08/2020
Name :

Accepted the above Terms And Conditions
For ***Y PUSHPALATHA***
Name :
Date : __/__/____

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. 194

Date : 26/08/2020

P.O. No. 69604

S.No.	PARTICULARS	HSN Code	Qty.	Rate	Amount Rs.	Ps.
1	Supply of shaded grass.		20 Bags		10,971	00
			G.TOTAL		10,971	00

INWARD
Inward No: 21983 Dt: 28/8/20
MRN No: 82358 Dt: 28/8/20
Received By: Ashish Sign
Nilgiri Estates

PROPERTIES PVT. LTD.
INWARD
No. 68797
Date 3/8

Rupess inwords: Ten Thousand nine Hundred Seventy one only —

For Y. PUSHPALATHA

Authorised Signature

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 69604	STD	120	No's		
3	Country Gross	STD	20	Bag's		
4						
5						
6						
8						
9						
10						

Remarks:For Totlot gardening purpose

Prepared By	Rahul	Approved by	Vijay raj
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.