

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		01/09/20		Prepared by:		Kesthi	
PO/WO no.		69203		PO / WO Date.		28/07/2020	
Supplier Name		Y. Pushpalatha		PO/WO amount		15052/-	
Firm/Company		Nilgiri Homes owners Association		Project		NE	
Sl. No.	Bill No.	Bill Date		Bill amount			
1.	176	28/07/20		15052/-			
2.							
3.							
4.							
Amount A – Bills total(Excluding Transport & Hamali Charges):						15052/-	
Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN			
1.	176	28/07/20	82360	☒ Yes ☐ No			
2.				☐ Yes ☐ No			
3.				☐ Yes ☐ No			
Amount B –Other Credits :							
Amount C –Other Debits :							
Amount D (D=A+B-C) – Amount to be credited to the supplier:						15052/-	
Amount E – PO / WO value:						15052/-	
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			01/09/20				
Remarks:							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Kesthi						
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 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 owners Association

SI No. 176

Rampally.Date 28/07/2020

Party's GSTIN

Reg no. 72893P.O. No. 69203 (69203)

S.No.	PARTICULARS	HSN Code	Qty.	Rate	Amount Rs.	Ps.
1	Supply of plants -		300 600 20 <u>No's</u>		15,052.00	
			G.TOTAL		15,052.00	

Rupees in words: Fifteen thousand fiftytwo only -
PUSHPALATHA

Authorised Signature

Purchase Order

Page(s) 1 Of 1

26-08-2020 3:03:40 PM



69203

31.07.20 12:12:34

From Company : **Nilgiri Homes Owners Association**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. :

Supplier Details			
Y PUSHPALATHA 4-1270,Marthanda nagar, New Hafeezpet, Ranga Reddy Dist, Hyderabad GSTIN 36APYPY9568E1ZM 8897895924	Doc No	69203	72893
	Doc Date	28-07-2020	
	Quote No	Ni	
	Quote Date	05-02-2020	
	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 Arika palms 5'	20.00	120.00	0.00	6.00	2,544.00
2 6031 - Miscellaneous - Plants - NA - nos Altronethra Red	300.00	12.00	0.00	6.00	3,816.00
3 6031 - Miscellaneous - Plants - NA - nos Altronethra Green	600.00	12.00	0.00	6.00	7,632.00
Total Order Value . . .					13,992.00
Rupees : Thirteen Thousand Nine Hundred Ninty Two 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 Homes Phase - II Sy.No.143/133/134/135/136, Rampally Village. Phone. Malleshham 9553797190
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 new club house purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For **Nilgiri Homes Owners Association**

Authorised Signatory

Name :

Accepted the above Terms And Conditions

For **Y PUSHPALATHA**

Name : _____

Date : __/__/__

Duplicate

Requisition Form

Company Name:	NILGIRI ESTATES	Date:	25.07.2020			
Site & Phase :	NILGIRI ESTATE	Time:	11:36			
Supplier		Req. No.	72893			
Material required before date:		ID No.	58792			
No	Description	Size	Quantity	Units	Inward No	Date
1	Alternethra Red	STD	300	Nos		
2	Alternethra Green	STD	600	Nos		
3	Harika farms	STD	20	Nos		
4						
5						
6						
7						
8						
9						
10						
Remarks: - For Near Clubhouse Purpose						
Prepared By	Anil.M	Approved by	Vijayraj			
Sign.& Date	25.07.2020	Sign. & Date				

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

APPROVED BY
26 AUG 2020
S. HAMMIDI
MANAGING DIRECTOR

Estimate/Draft PO

Page(s) 1 Of 1

13-08-2020 1:47:03 PM

Original / Office Copy / Purchase Div.Copy

From Company : **Nilgiri Estates** *NEOA*
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	69203	72893
Doc Date	28-07-2020	
Quote No	Ni	
Quote Date	05-02-2020	
SupplyType	Supply	

Kind Attn : Radha Krishna

Estimate/Draft PO for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 6031 - Miscellaneous - Plants - NA - nos <i>Arika palms 5'</i>	20.00	120.00	0.00	6.00	2,544.00
2 6031 - Miscellaneous - Plants - NA - nos <i>Altronethra Red</i>	300.00	12.00	0.00	6.00	3,816.00
3 6031 - Miscellaneous - Plants - NA - nos <i>Altronethra Green</i>	600.00	12.00	0.00	6.00	7,632.00
Total Order Value . . .					13,992.00

Rupees : Thirteen Thousand Nine Hundred Ninty Two 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 Homes Phase - II
Sy.No.143/133/134/135/136, Rampally Village.
Phone. Malleshham 9553797190

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 new club house 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 : ____/____/____