

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		17/10/2020		Prepared by:		C. Neha	
PO/WO no.		70827		PO / WO Date.		29/09/2020	
Supplier Name		Rita Seeds		PO/WO amount		550/-	
Firm/Company		Niligiri Estates		Project		Niligiri Estates	
Sl. No.		Bill No.		Bill Date		Bill amount	
1		141		07/10/2020		550/-	
2							
3							
4							
Amount A – Bills total(Excluding Transport & Hamali Charges):							
Sl. No.		DC No		DC. Date		MRN No.	
1.						83867	
2.							
3.							
						DC matches MRN	
						☐ Yes ☐ No	
						☐ Yes ☐ No	
						☐ Yes ☐ No	
Amount B – Other Credits : Transportation charges							
Amount C – Other Debits :							
Amount D (D=A+B-C) – Amount to be credited to the supplier:							
Amount E – PO / WO value:							
Amount F – Difference (A – E): GST-18%							
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				23/10/2020			
Remarks:							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Neha						
Date	17/10/2020	19/10					

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/-

Purchase Order

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30-09-2020 2:26:51 PM



28.09.20 5:24:35

From Company : **Nilgiri Estates**
5-4-187/3 & 4, IIInd Floor, M.G.Road, Secunderabad - 500003.
G S T No. : 36AAHFN0766F1ZA

Supplier Details			
Rita Seeds Basheerbagh, Secunderabad. GSTIN 36AKAPK8182D1Z8 23222835,65168470 9949015953	Doc No	70827	72991
	Doc Date	29-09-2020	
	Quote No	Nil	
	Quote Date	12-03-2019	
	SupplyType	Supply	

Kind Attn : Mr. Suresh

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 7344 - Plumbing - other - Sprinkler - brass - 3/4 In - Nos with Stand	1.00	550.00	0.00	0.00	550.00
Total Order Value . . .					550.00
Rupees : Five Hundred Fifty Only.					

Terms and Conditions :-

Specification / Brand	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Next Day.
Delivery Location	Nilgiri Homes Phase - II Sy.No.143/133/134/135/136, Rampally Village. Phone. Malleshham 9553797190
Penalty For Delay	Nil
Transportation Cost	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications, Above order for septic tank water outlet purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For **Nilgiri Estates**

Authorised Signatory

Accepted the above Terms And Conditions

For **Rita Seeds**

Name :

Name :

Date : _/_/

Requisition Form

Company Name:	NILGIRI ESTATES	Date:	26.09.2020
Site & Phase :	NILGIRI ESTATE	Time:	10:40
Supplier		Req. No.	72991
Material required before date:		ID No.	60258

No	Description	Size	Quantity	Units	Inward No	Date
1	Drip Irrigation Strainer	Std	01	No's		
2						
3						
4						
5						
6						
7						
8						
9						
10						



Remarks: - for Septic Tank Water Outlet Work Purpose.

Prepared By	Vijay	Approved by	
Sign. & Date	26.09.2020	Sign. & Date	

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

Company Name:		Date:	
Site & Phase :		Time:	
Supplier		Req. No.	
Material required before date:	Urgent	ID No.	

No	Description	Size	Quantity	Units	Inward No	Date
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Remarks:

Prepared By		Approved by	
Sign. & Date		Sign. & Date	

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