PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	26/12/20	Prepared by:	NEHA .C
PO/WO no.	72745	PO / WO Date.	05/12/20
Supplier Name	Pushpalatha	PO/WO amount	25,281/-
Firm/Company	NE	Project	NE
Sl. No.	Bill No.	Bill Date	Bill amount
1	267	19/12/20	25,281/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			25,281/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.			86344	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No

Amount B –Other Credits :_Transportation charges	1,961/-
Amount C –Other Debits :	-
Amount D (D=A+B-C) – Amount to be credited to the supplier:	27,242/-
Amount E – PO / WO value:	25,281/-
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	01/01/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Keerthi	[signature]					
Date	26/12/20	28/12					

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 : 8897895924

Y. PUSHPALATHA

GARDEN CONTRACTOR

H.No. 4-1270, Marthanda Nagar, New Hafeezpet,
Ranga Reddy Dist., Hyderabad - 500 049.

M/s. Nilgiri Estates
Rampally.

Party GST No.:

Sl.No. 267 Date 19/12/2020

D/C. No. ~~38~~ 38 Date : 15/12/2020

P.O.No. 72745 Date :

S.No.	PARTICULARS	HSN Code	Qty.	Rate	AMOUNT Rs.	Ps.
1	Supply of plants.		600 no's 600, 30,		27,242	00
				TOTAL	27,242	00

MODI PROPERTIES PVT. LTD. * SEC'BAD *
INWARD
No. 12555
Date 23/12/20
Sign.

BANK DETAILS:
YESHAMONI PUSHPALATHA
H.D.F.C.Bank, Branch Kondapur, Hyderabad.
A/c.: 50100308647051
IFSC Code: HDFC0002019

Rupees inwards: twenty Seven Thousand two Hundred forty two only

For Y. PUSHPALATHA

Authorised Signatory

GSTIN :36APYPY9568E1ZM **DELIVERY CHALLAN** Cell : 8897895924

Composite Scheme

Y. PUSHPALATHA

GARDEN CONTRACTOR

H.No. 4-1270, Marthanda Nagar, New Hafeezpet,
Ranga Reddy Dist., Hyderabad - 500 049.

M/s. Nilgiri Estates
Rampally. Hyd.

Party GST No.:

D.C..No. 38
Date : 15/12/2020
P.O.No. F2745

S.No.	PARTICULARS	Quantity.
1	Akalifa. Red –	600 no's
2	Akalifa – green –	600 no's
3	Nilgiri Trees –	30 no's
4	Transport Extra —	

INWARD
Inward No: 22258 Dt: 15/12/20
MRN No: 86344 Dt: 15/12/2020
Received By: Sign.
Nilgiri Estates

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No. 43878
Date 17/12
Sign.

For Y. PUSHPALATHA

Reciever's Signature

Authorised Signatory

Purchase Order

 08-12-2020 10:37:01 Ori

72745
25.11.20 1:31:18

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**	72745	175059
4-1270,Marthanda nagar, New Hafeezpet, Ranga Reddy Dist, Hyderbad	**Doc Date**	05-12-2020	
	Quote No	Nil	
GSTIN 36APYPY9568E1ZM	**Quote Date**	29-09-2020	
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 *Acalypha red*	600.00	18.00	0.00	6.00	11,448.00
2	6031 - Miscellaneous - Plants - NA - nos *Acalaypha Green*	600.00	18.00	0.00	6.00	11,448.00
3	6031 - Miscellaneous - Plants - NA - nos *iligri Plant*	30.00	75.00	0.00	6.00	2,385.00
					Total Order Value . . .	**25,281.00**

Rupees : Twenty Five Thousand Two Hundred Eighty One 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
Penality For Delay	Nil
Transportation Cost	Extra.
Warranty	Nil
Advance Paid	Rs.....
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for planter box purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***Nilgiri Estates***

Authorised Signatory

Name : ____________________

Contact

Accepted the above Terms And Conditions

For ***Y PUSHPALATHA***

Name : ____________________

Date : __/__/____