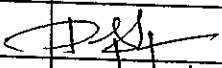


PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		04-01-21		Prepared by:		PRABHAKAR.P	
PO/WO no.		72799		PO / WO Date.		8-12-20	
Supplier Name		Elegant Enterprises		PO/WO amount		12,390-00	
Firm/Company		Nilgiri Esattes		Project		Nilgiri Estates	
Sl. No.	Bill No.	Bill Date		Bill amount			
1	0309	8-12-20		12,390-00			
3							
4							
Amount A – Bills total(Excluding Transport & Hamali Charges):						12,390-00	
Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN			
1.			86367	☒ Yes ☐ No			
2.				☐ Yes ☐ No			
3.				☐ 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:						12,390-00	
Amount E – PO / WO value:						12,390-00	
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			11-01-21				
Remarks:							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
Date	4/1/21						

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



72799

25.11.20 1:31.18

Page(s) 1 Of 1

08-12-2020 2:00:03 PM

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

Supplier Details

Elegant Enterprises
5-4-187/7/3, Karbala Maidan, M.G.Road, Secunderbad-500003.

GSTIN 36AJBPK0412E1ZY

66385358

9985113450/9885073880

Doc No	72799	175078
Doc Date	08-12-2020	
Quote No	Nil	
Quote Date	08-12-2020	
SupplyType	Supply	

Kind Attn : Mr.Gaurang Kadakia/Mahesh Kadakia

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 4525 - Electrical - other - Ceiling fan - other - nos white	10.00	1,050.00	0.00	18.00	12,390.00
Total Order Value . . .					12,390.00

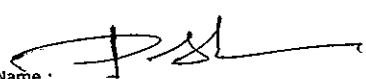
Rupees : Twelve Thousand Three Hundred Ninty Only.

Terms and Conditions :-**Specification / Brand** All items shall be of 'CG' brand, Seawind model**Payment Terms** After Delivery & Production of bill.**Tax** All taxes included in above price.**Delivery Date** Next day.

Delivery Location Nilgiri Estate
Sy.No.143/133/134/135/136, Rampally Village.
Phone. 9030931172, 8297349480

Penalty For Delay Nil**Transportation Cost** Transport cost shall be borne by us.**Warranty** Nil**Advance Paid** Nil**Other Terms** We reserve the right items not confirming to qty & specs. Above order for club house second floor store purpose.**Completion Date** Nil**Measurment** Nil**Security** Nil**Remarks**For **Nilgiri Estates**

Authorised Signatory

Name : 

Accepted the above Terms And Conditions

For **Elegant Enterprises**

Name : _____

Date : __/__/__

Requisition Form

Company Name:		NILGIRI ESTATES		Date:		08-12-2020	
Site & Phase :		NILGIRI ESTATE		Time:		11:00	
Supplier				Req. No.		175078	
Material required before date:				ID No.		62134	

No	Description	Size	Quantity	Units	Inward No	Date
1	Cormpton fan	STD	10	No's		
2						
3						
4						
5						
6						
7						
8						
9						
10						

Remarks: - Club house second floor store purpose

Prepared By		Vijay		Approved by			
Sign. & Date		08-12-2020		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						

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.