## PURCHASE DIVISION Advice for approval for credit to supplier

Date:		<del></del>			ppitot				
PO/WO no.	4/11		Prepar	ed by:	NEHA .C				
Supplier Name	729		PO/W	O Date.	<del></del>				
	Rita	e d <sub>i</sub>	PO/W	) amount	121	12/12/20			
rum/Company N f				Project			2100		
Sl. No.	Bill No.		Bill Date		~	H			
1			Din Date			Bill amou	ınt		
2	190	<del></del>	<del></del>	2.	1/12/20	13.	<u></u>		
3									
4									
Amount A - Bills	total(Excluding Tran	one of C TT					140-		
Sl. No. DC .1	Vic			es):					
1.	<b>V</b> O	DC. Da	te		MRN No.	1350			
		<u> </u>			110.	DC matche			
2.		<del> </del>			86982	Yes 🗆			
3.		<del> </del>				□ Yes □	No		
mount B -Other	Credits: Transportati	On charges				□ Yes □	No		
mount C -Other	Debits ;								
mount D (D=A+I	B-C) - Amount to be								
mount E-PO/W	O value:	credited to	the supplier			1350			
	nce (A - E): GST-18					210€			
antity received as	no-100 avo	% 							
			□ Yes □ E	cess rece	ived r Short receive	750	<b>)</b>		
cons / 1	n PO / Bill acceptable	? -	□ Yes □ No	<del>) (explain</del>	ed below)	o in Omer (exp	iained below)		
cess / short materi	al received								
se PO / W?O			U Yeer No	- 4476001	acceptable limits o	No (explained	below)		
vance paid / PDC	given (deduct when p	aving)	E Vac	- wait fo	r balance material	No (explained	below)		
ment - due date		7-48/	□ Yes - Rs.	<u></u>	No				
tarks:	Short Re		8(.1	121					
	Short Re	<u>z q</u>							
pproved Pin	chase Purchase								
	chase Purchase Manager		curement anager	MD	Accounts -	Accountant			
N.		AVI	miakei		receiver of bill	inshimoon	Accounts Manager		
1 1/7	\ '								
<u>V</u> (	1/21/21								

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 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 10,000/- 7. MD to approve all bills above 1,00,000/-.

## PURCHASE DIVISION Advice for approval for credit to supplier

Date:			1 1	<del></del>		<del></del>					
PO/WO r	10.	4/1/21			Prepared by:			NEHA.C			
Supplier 1	Name	72920			PO / WO Date.						
Firm/Con	I Kita Se		cdy	PO/WO amount			12/12/20				
			NE			Project			2100		
Sl. No.	В	li No.				Bill Da	te			H	
1			• • • •	·-·-		-			amour	ıt	
2			190			21	1/12/20		135		
3											
4		<del></del>	<del></del>						-f		
Amount A	D'II										
M MOUIII A	- Bills total	Excludi	ing Tran	sport & F	Iamali Charg	ges):			- <u>'</u>		
Sl. No.	DC .No		·	DC. D			MRN No.		350		
1.			<del></del>	<del> </del>			MIKIN INO.	DC n	natches	MRN	
2.		<u></u> -	<del></del>	<del> </del>			8698	Ye	s o l	No	
3.									8 🗆 N	Vo	
mount B	Other Credi	to . The			<b></b>			□ Yes	S O N	lo	
mount C	Other Debit		Isportatio	on charge	S						
mount D (	D=A+B-C) . 	- Amou	nt to be o	redited to	o the supplier	r;		-			
mount E –	PO/WO va	lue:						•	५ ८०		
nount F -	Difference (	A-E):	GST-189	%	·	<del></del>		2	100		
antity rece	eived as per	PO/WC	)		1 _ 1/			•	750		
	between PO				O Yes DE	xcess rece	eived reshort rec	eived   Othe	r (expl	ained below	
cess / shor	t material re	Dili at	~ehranie	· ·	I CS LJ IV	<del>o (explai</del> n	ed below)				
se PO / W		zerved			- Approve	d – withir	acceptable limi	ts 🗆 No (evni	ainad L	-1.	
					U Yes UNO	o – wait fo	or balance mater	ial = NI= (cap)	erned 0	ciow)	
vance paid	/ PDC gives	deduc	t when p	aying)	□ Yes - Rs	. /	No mater	rer ri tao (exb)	lained l	below)	
ment – du	e date						- 10	-			
narks:	12	w.t	D		8/.	121					
	3 1	<del></del>	Re	- d					·		
							······································				
pproved	Purchas	. 1	Th		ocurement	MD	4-				
	Purchas Officer		Purchase Manage		Manage	147.17	1 TOCOGIE	Account	ntone	A .	
pproved by			Purchase Manage		Manager	1413	receiver	of Accoun	ntant	Accounts Manager	
pproved					Manager	WD	1 TOCOGIE	of Accoun	ntant	Accounts Manager	

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 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**

Page(s)	1	Ωf	1

12-12-2020 10:35:49 AM

05,12,20

Orig

Pouth 3:11: 190 Ot: 24/12 At: 1350 Miller Sol: 200 F

From Company: Nilgiri Estates

5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003.

GSTNo.: 36AAHFN0766F1ZA

Supplier Details		·		
Rita Seeds				
Basheerbagh, Secunderabad.	Doc No	72920	175083	
	Doc Date	12-12-2020		
GSTIN 36AKAPK8182D1Z8	Quote No	Nil		
23222835,65168470 9949015953	Quote Date	12-12-2020 Supply		
Kind Astron. M. C.	SupplyType			

Kind Attn: Mr. Suresh

Purchase Order for the Supply of following Items.

Item Name					
1 3142 - Chemicals - Urea - NA - kgs	Qty	Rate	Dis%	GST	Amount
	50.00	15.00	0.00	0.00	750.00
2 3144 - Chemicals - D.A.P - NA - Kgs	1.00	1,350.00	0.00	0.00	1,350.00
Rupees: Two Thousand One Hundred Only.		Total Or	der Value		2,100.00

## 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** 

Next Day.

**Delivery Location** 

Nilgiri Estate

Sy.No.143/133/134/135/136, Rampally Village. 9030931172, 8297349480

Penality For Delay Transportation Cost

Transport cost shall be borne by us.

Warranty

Nil

Nil

Advance Paid

Other Terms

We reserve the right to reject items not conforming to quality and specifications. Above order for gardening purpose

**Completion Date** 

Measurment

Nil

Security

Nil

Remarks

For Nilgiri Estates Authorised Signatory

Accepted the above Terms And Conditions For Rita Seeds

Date : \_\_/\_\_/\_

12.12.2020 Site & Phase: **NILGIRI ESTATE** Time: 11:50 Supplier Req. No. 175083 Material required before date: ID No. 62241 Description Inward No Size Quantity Date Units Uria 1 50kg 01 No's DAP 50kg 01 2 No's 3 4 5 6 7 8 9 MINISH PARIKH 10 Remarks: - For Gardening Purpose. Prepared By Vijay Approved by Sign.& Date 12.12.2020 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 Inward No Date Units 1 2 3

Approved by

Sign. & Date

Requisition Form

Date:

**NILGIRI ESTATES** 

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

Company Name:

Remarks:

Prepared By

Sign.& Date