

Advice for approval for credit to supplier

Date:		4/1/21		Prepared by:		NEHA .C	
PO/WO no.		72920		PO / WO Date.		12/12/20	
Supplier Name		Rita Seedy		PO/WO amount		2100	
Firm/Company		NE		Project		NH	
Sl. No.		Bill No.		Bill Date		Bill amount	
1		190		24/12/20		1350	
2							
3							
4							
Amount A - Bills total(Excluding Transport & Hamali Charges):							
Sl. No.		DC No		DC. Date		MRN No.	
1.						86982	
2.							
3.							
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							
Is difference between PO / Bill acceptable?							
Excess / short material received							
Close PO / W?O							
Advance paid / PDC given (deduct when paying)							
Payment - due date							
Remarks:							
Approved by							
Purchase Officer							
Purchase Manager							
Procurement Manager							
M D							
Accounts - receiver of bill							
Accountant							
Accounts Manager							
Sign:							
Date							
Notes: 1. In case amount to be credited to supplier and the bills total does not match prepare additional sheets if quantity of bills or DCs is more than 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 DIVISION
Advice for approval for credit to supplier

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Payment - due date			
Remarks:			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
MD	Accounts - receiver of bill	Accountant	Accounts Manager
Sign:			
Date			
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Purchase Order

Page(s) 1 Of 1

12-12-2020 10:35:49 AM

Orig



72920

05.12.20 12:14:14

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

Supplier Details

Rita Seeds
Basheerbagh, Secunderabad.

GSTIN 36AKAPK8182D1Z8

23222835,65168470

9949015953

Doc No	72920	175083
Doc Date	12-12-2020	
Quote No	Nil	
Quote Date	12-12-2020	
SupplyType	Supply	

Kind Attn : Mr. Suresh

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 3142 - Chemicals - Urea - NA - kgs	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 Order 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. 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 to reject items not conforming to quality and specifications. Above order for gardening purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

Partly paid : 190
At : 24/12
At : 1350
24/12 Bal : 200

For Nilgiri Estates

Authorised Signatory

Name :

41
12/12/2020

Name :

Accepted the above Terms And Conditions

For Rita Seeds

Date : / /

Requisition Form

Company Name:		NILGIRI ESTATES		Date:		12.12.2020	
Site & Phase :		NILGIRI ESTATE		Time:		11:50	
Supplier				Req. No.		175083	
Material required before date:					ID No.		62241

No	Description	Size	Quantity	Units	Inward No	Date
1	Uria	50kg	01	No's		
2	DAP	50kg	01	No's		
3						
4						
5						
6						
7						
8						
9						
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	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.