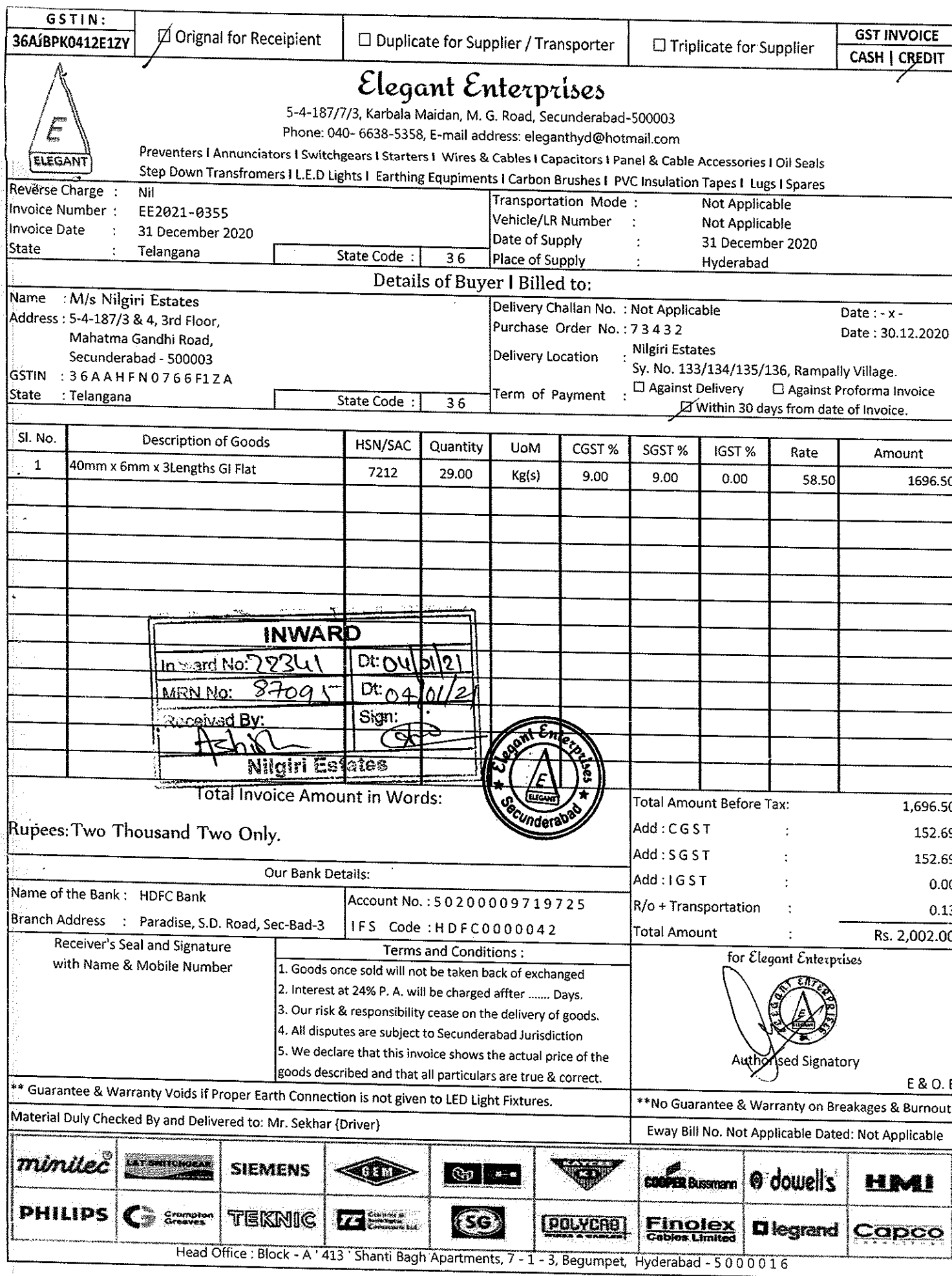


PURCHASE DIVISION
Advice for approval for credit to supplier

Date: <u>8/1/21</u>		Prepared by: <u>PRABHAKAR.P</u>	
PO/WO no. <u>73432</u>		PO / WO Date. <u>30-12-20</u>	
Supplier Name <u>Elegant Enterprises</u>		PO/WO amount <u>1656.72</u>	
Firm/Company <u>NE</u>		Project <u>NE</u>	
Sl. No.	Bill No.	Bill Date	Bill amount
1	<u>EE2021-0355</u>	<u>30-12-20</u>	<u>2,002-00</u>
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			<u>2,002-00</u>
Sl. No.	DC No	DC. Date	MRN No.
1.			<u>87095</u>
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:			<u>2,002-00</u>
Amount F – Difference (A – E): GST-18%			<u>1656.72</u>
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		<u>18/1/21</u>	
Remarks:			
Approved by	Purchase Officer	Purchase Manager	Accounts – receiver of bill
Sign:		<u>MINISH PARIKH</u>	
Date	<u>8/1/21</u>	<u>09 JAN 2021</u>	

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

Page(s) 1 Of 1

31-12-2020 16:02:20

Original



73432

31.12.20 3:26:34

From Company : **Nilgiri Estates**

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

GST 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	73432	175111
Doc Date	30-12-2020	
Quote No	Nil	
Quote Date	30-12-2020	
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 4738 - Electrical - other - GI Flat - Others - nos 1 1/2" 3 lenth 6 mm	24.00	58.50	0.00	18.00	1,656.72
Total Order Value . . .					1,656.72

Rupees : One Thousand Six Hundred Fifty Six and Paise Seventy Two 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 Next Day.

Delivery Location Nilgiri Estate

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

Phone. 9030931172, 8297349480

Penalty For Delay Nil

Transportation Cost Included in the above price.

Warranty Nil

Advance Paid Nil

Other Terms We reserve the right to reject items not conforming to quality and specifications. Above items for Transformer purpose

Completion Date Nil

Measurment Nil

Security Nil

Remarks

For **Nilgiri Estates**

Authorised Signatory

Name : 

Contact

Accepted the above Terms And Conditions

For **Elegant Enterprises**

Name : _____

Date : __/__/__

Requisition Form

Company Name:		NILGIRI ESTATES		Date:		28.12.2020	
Site & Phase :		NILGIRI ESTATE		Time:		16:27	
Supplier				Req. No.		175111	
Material required before date:				ID No.		G 2665	
No	Description	Size	Quantity	Units	Inward No	Date	
1	MS Flat Patti	1 1/2"	40	Feet's			
2	G.I.						
3							
4							
5							
6							
7							
8							
9							
10							
Remarks: - For Transformer neutral Purpose							
Prepared By		Anil.M		Approved by			
Sign. & Date		28.12.2020		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.