PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	08/01/2021	Prepared by:	T.D. Murthy
PO/WO no.	71163	PO / WO Date.	09/10/2020
Supplier Name	A. Ramulu	PO/WO amount	Rs. 4,720/-
Firm/Company	Nilgiri Estates	Project	Nilgiri Estates
Sl. No.	Bill No.	Bill Date	Bill amount
1.	403	08/01/2021	Rs. 2,360/-
2.	-	-	-
3.	-	-	-
4.			-
Amount A – Bills total(Excluding Transport & Hamali Charges):			Rs. 2,360/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	048	29/12/2020	86991	☑ Yes ☐ No
2.	-	-	-	☐ Yes ☐ N
3.	-	-	-	☐ Yes ☐ No
4.	-	-	-	☐ Yes ☐ No

Amount B –Other Credits :	-
Amount C –Other Debits :	-
Amount D (D=A+B-C) – Amount to be credited to the supplier:	Rs. 2,360/-
Amount E – PO / WO value:	Rs. 4,720/-
Amount F – Difference (A – E):	Rs. -2,360/-

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	**09/01/2021**
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]	[signature]	APPROVED 08 JAN 2021 MINISH PARIKH MANAGER PROCUREMENT				
Date	8/1/21	8/1/21					

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. 5,000/-, Purchase Manager and Procurement Manager to approve all bills from 5,000/- 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/-

A. RAMULU

Alluminium Fabricators & Wood Working
P. No. 21, Srinivasnagar Colony,Near Sitarampuram,
Old Bowinpally, Secunderabad - 500 009.
Cell : 9493702392

TAX INVOICE CASH / CREDIT

No: 403 Date : 8/1/24

D.C. No. P.O.No: 71163. Date :

M/s. Nilgiri Bstalu

Party GSTIN. 36AAHFN0766F1ZA.

S.No.	DESCRIPTION	Sft or Sq Mts	QTY.	RATE	AMOUNT Rs.	Ps.
1.	Notice Board	Nos	01	2,000/-	2000	00

INWARD MODI PROPERTIES PVT. LTD. SEC'BAD No: 13070 Date: 09/01 Sign:

Rupees in words Two thousand three hundred and sixty only/-

Delivery Details

Total	2,000	00
CGST 9%.	180	00
SGST 9%.	180	00
G.TOTAL	2360	00

GSTIN : 36AFSPA4200K1ZL

Subject to Secunderabad jurisdiction

Bank Details
Bank : HDFC BANK
A/c : 00421200007575
Branch : Paradise Circle
S.D. Road, Secunderabad - 3.
IFSC Code : HDFC0000042

For A. RAMULU

A. RAMULU

Aluminium Fabricators & Wood Working

P. No. 21, Srinivasnagar Colony, Near Sitarampuram, Old Bowinpally, Secunderabad - 500 009.

Cell : 9493702392

TAX INVOICE CASH / CREDIT 13:37

No. 043 PO/-71163 Date :

D.C. No. Date : 29/12/20

M/s. Nilgiri Estates

Party GSTIN.

S.No.	DESCRIPTION	Sft or Sq Mts	QTY.	RATE	AMOUNT Rs.	Ps.
1	Notice Board 4'0"2.6	—				

INWARD
Inward No: 2238 Dt: 29/12/20
MRN No: 86991 Dt: 30/12/20
Received By: Sign:
Nilgiri Estates

MODI PROPERTIES PVT. LTD. SEC'BAD INWARD No. 44208 Date 31/12

Rupees in words

Delivery Details

Total	
CGST	
SGST	
G.TOTAL	

GSTIN : 36AFSPA4200K1ZL

Subject to Secunderabad jurisdiction

Bank Details
Bank : HDFC BANK
A/c : 00421200007575
Branch : Paradise Circle
S.D. Road, Secunderabad - 3.
IFSC Code : HDFC0000042

For A. RAMULU

Purchase Order

 09-10-2020 15:14:47

71163
08.10.20 5:21:49

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

Supplier Details

Ramulu

Plot No.21, Srinivas Ngr colony, Old Bowenpally, Near Sitarampuram, Sec- Bad -500 009

GSTIN 36AFSPA4200K1ZL

9493978876/9948285821

Doc No	71163	175004
Doc Date	09-10-2020	
Quote No	Nil	
Quote Date	22-01-2020	
SupplyType	Supply	

Kind Attn : Mr. Ramulu

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7672 - Stationery - other - Board - NA - nos *Notice board - 4'0 x 2'6"*	2.00	2,000.00	0.00	18.00	4,720.00
	Rupees : Four Thousand Seven Hundred Twenty Only.				**Total Order Value . . .**	**4,720.00**

Terms and Conditions :-

Specification / Brand	All items shall be of 1st quality.
Payment Terms	After delivery and installation
Tax	Inclusive of all taxes
Delivery Date	Within 4days
Delivery Location	Nilgiri Estate Sy.No.143/133/134/135/136, Rampally Village. Phone. 9030931172, 8297349480
Penality For Delay	Nil
Transportation Cost	Included in above price.
Warranty	1yr on workmanship.
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for Club House purpose.
Completion Date	Nil
Measurment	Final payment as per actual measurements on site.
Security	Nil
Remarks	

For ***Nilgiri Estates***

Authorised Signatory

Name : ____________

Name : ____________

Accepted the above Terms And Conditions

For ***Ramulu***

Date : __/__/__

Requisition Form

Company Name:	NILGIRI ESTATES	Date:	07.10.2020
Site & Phase :	NILGIRI ESTATE	Time:	12:04
Supplier		Req. No.	175004
Material required before date:		ID No.	60584

No	Description	Size	Quantity	Units	Inward No	Date
1	Notice boards with glass and lock/key	STD	02	Nos		
2		4x2½				
3						
4						
5	71163					
6						
7						
8						
9						
10						

Remarks: - For Clubhouse purpose

Prepared By	Vijay Raj	Approved by	
Sign.& Date	07.10.2020	Sign. & Date	APPROVED 09 JAN 2021 P. PRABHAKAR Sr. MANAGER PURCHASE

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