

**PURCHASE DIVISION**  
Advice for approval for credit to supplier

Date:	19/01/2021	Prepared by:	T.D. Murthy
PO/WO no.	73601	PO / WO Date.	07/01/2021
Supplier Name	Y Pushpalatha	PO/WO amount	Rs. 2,385/-
Firm/Company	Nilgiri Estates	Project	Nilgiri Estates
Sl. No.	Bill No.	Bill Date	Bill amount
1.	284	17/01/2021	Rs. 3,445/- ✓
2.	-	-	-
3.	-	-	-
4.	-	-	-

Amount A – Bills total(Excluding Transport & Hamali Charges): Rs. 3,445/- ✓

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	46	13/01/2021	87589	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2.	-	-	-	<input type="checkbox"/> Yes <input type="checkbox"/> N
3.	-	-	-	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.	-	-	-	<input type="checkbox"/> Yes <input type="checkbox"/> No

Amount B –Other Credits : -

Amount C –Other Debits : -

Amount D (D=A+B-C) – Amount to be credited to the supplier: -

Amount E – PO / WO value: Rs. 3,445/- ✓

Amount F – Difference (A – E): Rs. 2,385/-

Quantity received as per PO /WO Rs. 1,060/-

Is difference between PO / Bill acceptable?  Yes  Excess received  Short received  Other (explained below)

Excess / short material received  Yes  No (explained below)

Close PO / W?O  Approved – within acceptable limits  No (explained below)

Advance paid / PDC given (deduct when paying)  Yes  No – wait for balance material  No (explained below)

Payment – due date  Yes – Rs. /-  No

Remarks: **Transportation charges added in above bill.** ✓

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
Date	19/01/2021	19/01/2021	19 JAN 2021				

Notes: 1. In case amount to be credited to supplier or 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/-

GSTIN :36APYPY9568E1ZM

TAX INVOICE

Cell : 8897895924

Composite Scheme

**Y. PUSHPALATHA**

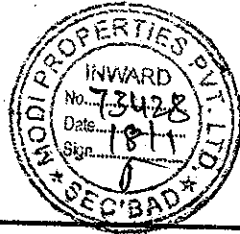
GARDEN CONTRACTOR

H.No. 4-1270, Marthanda Nagar, New Hafeezpet,  
Ranga Reddy Dist., Hyderabad - 500 049.

Ms. Nilgiri Estates  
Rampally, Hyd.  
 Party GST No.:

SI.No. 284 Date 17/01/2021  
 DIC. No. 46 Date 13/11/2021  
 P.O.No. 73601 Date:

S.No.	PARTICULARS	HSN Code	Qty.	Rate	AMOUNT		
					Rs.	Ps.	
1	supply of shaded grass				3445	00	
					TOTAL	3445	00

**BANK DETAILS:**

YESHAMONI PUSHPALATHA  
 H.D.F.C. Bank, Branch Kondapur, Hyderabad.  
 A/c.: 50100308647051  
 IFSC Code: HDFC0002019

Rupees inwards: Three Thousand four  
Hundred forty five only

For **Y. PUSHPALATHA**

Authorised Signatory



# Y. PUSHPALATHA

AP287A 0718  
12 549

GARDEN CONTRACTOR

H.No. 4-1270, Marthanda Nagar, New Hafeezpet,  
Ranga Reddy Dist., Hyderabad - 500 049.

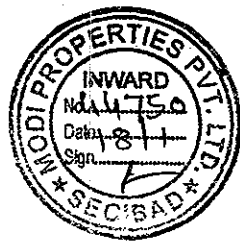


M/s. Nilgiri Estates  
Rampally  
Party GST No.:

D.C.No. 46  
Date: 13/01/2021  
P.O.No. 73601

S.No.	PARTICULARS	Quantity.
1	Shaded grass	5 Bags.

<b>INWARD</b>	
Inward No: <u>22379</u>	Dt: <u>16/01/21</u>
MRN No: <u>87589</u>	Dt: <u>16/01/21</u>
Received By: <u>Ashish</u>	Sign: <u>[Signature]</u>
Nilgiri Estates	



**For Y. PUSHPALATHA**

Reciever's Signature

[Signature]

Authorised Signatory

# Purchase Order

Page(s) 1 Of 1

07-01-2021 13:42:10

Ori:

73601  
09.01.21 11:04:29

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

**Supplier Details**

Y PUSHPALATHA  
4-1270, Marthanda nagar, New Hafeezpet, Ranga Reddy Dist, Hyderabad

Doc No	73601	175131
Doc Date	07-01-2021	
Quote No	Nil	
Quote Date	07-01-2021	
SupplyType	Supply	

GSTIN 36APYPY9568E1ZM

8897895924

**Kind Attn : Radha Krishna**

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 6096 - Miscellaneous - Grass - NA - Bags Shaded grass	5.00	450.00	0.00	6.00	2,385.00
<b>Rupees : Two Thousand Three Hundred Eighty Five Only.</b>					<b>Total Order Value . . .</b>
					<b>2,385.00</b>

**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** Within 7 days**Delivery Location** Nilgiri Estate  
Sy.No.143/133/134/135/136, Rampally Village.  
Phone. 9030931172, 8297349480**Penalty For Delay** Nil**Transportation Cost** Extra.**Warranty** Nil**Advance Paid** Rs.....**Other Terms** We reserve the right to reject items not conforming to quality and specifications. Above order for gardening near security room purpose**Completion Date** Nil**Measurment** Nil**Security** Nil**Remarks**For **Nilgiri Estates**

Authorised Signatory

Name

Content

Accepted the above Terms And Conditions

For **Y PUSHPALATHA**

Name : \_\_\_\_\_

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

Company Name:		NILGIRI ESTATES		Date:		07.01.2021	
Site & Phase :		NILGIRI ESTATE		Time:		11:40	
Supplier				Req. No.		175131	
Material required before date:			Urgent		ID No.		62870
No	Description	Size	Quantity	Units	Inward No	Date	
1	Country Grass	STD	05	Bag's			
2							
3							
4							
5							
6							
7							
8							
9							
10							
Remarks: - For Gardening purpose near security room.							
Prepared By		Anil.M		Approved by			
Sign. & Date		07.01.2021		Sign. & Date			

Requisition Form

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

