PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	07/01/2023	Prepared by	K.Mounika	Serial no.	**12924**
Supplier name	Green Belt Services			HO inward no.	
Firm/Company	NE	Project	NE	HO received date	
PO/WO date		PO/WO No.	94678	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	164	04/01/23	25,214/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	23,306/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 115491 — Proof of delivery matches MRN	☑ Yes □ No
Amount B –Other Credits : Transportation charges — Transportation +5%	1,908
Amount C –Other Debits :	-
Amount D (D=A+B-C) – Amount to be credited to the supplier:	25,214
Amount E – PO / WO value:	47,778
Amount F – Difference (A – E):	22,564
Quantity received as per PO /WO	☑ Yes □ Excess received □ Short received □ Part received
Close PO / WO	☑ Yes □ No – wait for balance material □ Other
Payment – due date	16/02/23
Remarks:	Final Bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	K.Mounika	V [signature]			
Sign:	[signature]	APPROVED			
Date	07/01/23	09 JAN 2023			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

Notes: 1. In case amount to be credited to supplier and the bills total does not match, accountants to prepare JV for debit or credit. 2. This set should only have 5 documents i.e., advice to credit to supplier, original bill, proof of delivery, original purchase order with barcode, original requisition. 3. Do not attach additional documents like weighment slips, RMC batch reports, duplicate documents, Eway bills, test reports, etc. 4. In Amount A, exclude transport, Hamali charges, etc., and instead include in Amount B. 5. This report must reach HO within one working day of approval by purchase officer/purchase manager.

GSTIN :36AAUFG2910P1ZT **INVOICE** Cell : 8897895924

Composite Scheme

GREEN BELT SERVICES

GARDENING, HOUSE KEEPING, PAINTING, CIVIL & LABOUR CONTRACTOR

H.No. 4-1270, Marthanda Nagar, New Hafeezpet, Near Kondapur, Hyderabad - 49.

E-mail : greenbeltservices.2212@gmail.com

M/s. Nilgiri Estates (Rampally)

Sl.No. 164 Date 04/01/2023

D.C.No. 162 Date :

P.O.No. 94678 Date :

S.No.	PARTICULARS	Qty.	Rate	AMOUNT Rs.	Ps.
1	Supply of plants & grass.	-	-	25,214	22
			TOTAL	25,214	22

SUMMIT SALES LLP IN WARD No: 10262 Date: 4/1/23 Sign: R.R. DIST.

GREEN BELT SERVICES

Bank Name: HDFC Bank

A/c. No.50200055048996

IFSC Code: HDFC0002019

Rupees inwards: twenty five thousand two Hundred Forteen & twenty two paise only.

For GREEN BELT SERVICES

Authorised Signatory

GSTIN :36AAUFG2910P1ZT **DELIVERY CHALLAN** Cell : 8897895924

Composite Scheme

GREEN BELT SERVICES

GARDENING, HOUSE KEEPING, PAINTING, CIVIL & LABOUR CONTRACTOR

H.No. 4-1270, Marthanda Nagar, New Hafeezpet, Near Kondapur, Hyderabad - 49.
E-mail : greenbeltservices.2212@gmail.com

M/s. Nilgiri Estates.
(Rampally)

D.C.No. 162 Date 27/12/2022

P.O.No 94678 Date :

S.No.	PARTICULARS	QUANTITY
1	ACalypha	50 no's
2	Carpet grass	200 Sft
3	Fescue grass	20 Bags.
4	Country grass	25 Bags
5	Transport Extra	

INWARD
No. 22972
By (115491) Dt. 27/12/22
Nilgiri Estates

SUMMIT SALES LLP
R.R. DIST.
IN WARD
No. 25529
Date: 2/1/23
Sign:

For GREEN BELT SERVICES

Receivers Signature *Authorised Signatory*

Purchase Order

 05-12-2022 2:24:32 PM

94678
29.11.22 5:43:09

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

Supplier Details			
Green Belt Services 4-1270, Marthand nagar, New HafeezPet, Near Konda pur Hyd-49 **GSTIN** 36AAUFG2910P1ZT 8897895924	**Doc No**	94678	175558
	Doc Date	05-12-2022	
	Quote No	nil	
	Quote Date	03-12-2022	
	SupplyType	Supply	

Kind Attn : Mr.Ravi Shanker

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount	
1	658000 - PLAN-Plants - Outdoor Plant-Acalypha- - - - Nos	50.00	20.00	0.00	6.00	1,060.00	
2	653500 - PLAN-Plants - Grass-Carpet grass- - - - sqm (20)	200.00	129.12	0.00	6.00	27,373.44	2232
3	945100 - PLAN-Plants - Grass-Fescue Grass- - - - Bag	20.00	350.00	0.00	6.00	7,420.00	
4	214200 - PLAN-Plants - Grass-Country Grass- - - - Bag	25.00	450.00	0.00	6.00	11,925.00	
				Total Order Value . . .		**47,778.44**	

Rupees : Fourty Seven Thousand Seven Hundred Seventy Eight and Paise Fourty Four Only.

Terms and Conditions :-

Specification /	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
Penality For Delay	Nil
Transportation	Extra.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order For outdoor gardening purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	Original invoice + copy of proof of delivery is required to process invoice for payment . Do not send original invoice to site. Original invoices must be sent to HO office or purchase site office. Proof of deli vary /DC can be sent by email.

For ***Nilgiri Estates***
Authorised Signatory

Accepted the above Terms And Conditions
For ***Green Belt Services***

Name : ____________ Name : ____________ Date : __/__/____

Requisition Form						
Company Name:	NE	Date:	03.12.22			
Site & Phase :	NE	Time:	12:10			
Unit No./Block No.						
Supplier:		Req. No.	175558			
Material required before date:	06.12.22	ID No.	82123			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	PLNT6580-Plants-Outdoor Plant-Acalypha---Nos	50	0	50		
2	PLNT6535-Plants-Grass-Carpet grass---Sqm	200	0	200		
3	PLNT9451-Plants-Grass-Fescue Grass---Bags	20	0	20		
4	PLNT2142-Plants-Grass-Country Grass---Bags 94678	25	0	25		
5			0	0		
6						
7						
8						
9						
10						
Remarks:	At model villa and site office purpsoe .					
	Engineer	Project Manager		Purchase		MD
Prepared By:	A.Sravani					
Approved By:	Vijay Raj					
Sign & Date:						

APPROVED
05 DEC 2022
P. VENKATESHWARLU
MANAGER PURCHASE