1.				
2.				
3.				

Remarks by Accountants:		
Prepared by:	Sign:	Date:

Notes: 1. POs/WOs issued for turnkey works - may have been processed by E&D. Check before filling the above.

Prepared by:	Sign:	Date: 25/4/23

Remarks by Ravi + details of bills to be approved:

Sl. No.	Bill no.	Bill date	Bill amount	MRN no.
1.				
2.				
3.				

Remarks: Material not received, so close this PO.

Prepared by: Ravi	Sign:	Date: 25/4/23.

Advice by MD - action to be taken.

□ Get certified bill from supplier (not original).	□ Prepare bill in SSLLP for material supplied.

□	Thereafter, prepare advice for credit to supplier and send to Soham for processing.		
□ ✓	Close PO	□	Keep PO open. Material awaited
□	Accounts to be reconciled with supplier. Get supplier's ledger.		

Remarks:

Approved by: Soham	Sign:	Date:

APPROVED BY
26 APR 2023
SOHAM MODI
MANAGING DIRECTOR

Form for closure of purchase order

PO no.: 95712	PO date: 3/1/23	Req. no.: 175568.		Advice Scan ID	
Barcoded PO available	☑ Y/□ N	Invoice original available	□Y/☑N /□Copy available	POD available	□Y/☑N
Data required from site/engineers:					
MRN nos. related to PO	–				
□ Part material received.		□ Full material received.		☑ Material not received.	
□ Close PO – Balance material will be re-ordered by new requisition.					
☑ Cancel PO. Material not required.		□ Cancel PO. Material will be re-ordered by new requisition			
□ Keep PO open. Material required.		□ Keep PO open. Work under progress.			
Remarks by engineer: Cancel Po. material not required, not received.					
Notes: 1. Provide details of material received by way of separate attachment. 2. Provide scanned copy of DCs/proof of delivery + PO. 3. Provide copies of invoices if available. 4. This entire set to be scanned and sent to Ravi.					
Prepared by: A. Sravani		Sign: [signature]		Date: 14/4/23	
Data required from accounts:					
□	Checked with E&D for receipt of bills.				
☑ Bills not received against this PO.		□ Part bill received against this PO.		□ All bills received against this PO.	
...id against this PO		Amount paid:		Date of payment:	

Delivery Location	Nilgiri Estate Sy.No.143/133/134/135/136, Rampally Village. Phone. 9030931172
Penality For Delay	Nil
Transportation Cost	Extra.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order For Model Villa and site office work 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 very /DC can be sent by email.

Cancel.

Accepted the above Terms And Conditions

For ***Nilgiri Estates***

Authorised Signatory

For ***Green Belt Services***

Date : __/__/___

Name : ____________________

Name : ____________________

Purchase Order

 14-04-2023 10:57:52 Original / Office Copy / Purchase Div.Copy

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	**Doc No**	95712	175568
4-1270, Marthand nagar, New HafeezPet, Near Konda pur Hyd-49	**Doc Date**	03-01-2023	
	Quote No	Nil	
GSTIN 36AAUFG2910P1ZT	**Quote Date**	02-01-2023	
8897895924	**SupplyType**	Supply	

Kind Attn : Mr.Ravi Shanker

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	653500 - PLAN-Plants - Grass-Carpet grass- - - - sqm	20.00	129.12	0.00	6.00	2,737.34
					Total Order Value . . .	**2,737.34**

Rupees : Two Thousand Seven Hundred Thirty Seven and Paise Thirty Four Only.

Terms and Conditions :-

Specification / Brand As per details given in the quotation.

Payment Terms After Delivery & Production of bill

Inclusive of all taxes

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

Name : ____________________

Accepted the above Terms And Conditions

For ***Green Belt Services***

Name : ____________________

Date : __/__/____

Purchase Order

	03-01-2023 3:44:08 PM

95712
27.12.22 3:31:52

opy

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	**Doc No**	95712	175568
	Doc Date	03-01-2023	
	Quote No	Nil	
GSTIN 36AAUFG2910P1ZT	**Quote Date**	02-01-2023	
8897895924	**SupplyType**	Supply	

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					Total Order Value . . .	**2,737.34**

Rupees : Two Thousand Seven Hundred Thirty Seven and Paise Thirty 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 Model Villa and site office work purpose

Requisition Form						
Company Name:	NE	Date:	02.01.2023			
Site & Phase :	NE	Time:	12:10			
Unit No./Block No.						
Supplier:		Req. No.	175568			
Material required before date:	04.01.2023	ID No.	83068			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	PLNT6535-Plants-Grass-Carpet grass---Sqm	20	0	20		
2	95712			0		
3				0		
4				0		
5	98630		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
03 JAN 2023
P. VENKATESHWARLU
MANAGER PURCHASE