

PURCHASE DIVISION
Advice for approval for credit to supplier

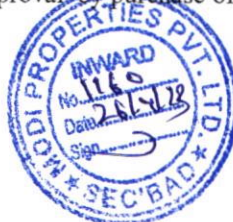
Date: 26/4/23.		Prepared by V. RAVI		Serial no. 16417	
Supplier name Green Bell services.				HO inward no.	
Firm/Company N.E		Project N.E		HO received date	
PO/WO date 01/2/23		PO/WO No. 96707.		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	185	14/4/23	11,303-00	☐ Yes ☐ No
2.				☐ Yes ☐ No
3.			/	☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			11,303-00
Proof of delivery by way of: ☒ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report			
MRN nos.: 118498	Proof of delivery matches MRN		☒ Yes ☐ No
Amount B –Other Credits : Transportation charges			-
Amount C –Other Debits :			-
Amount D (D=A+B-C) – Amount to be credited to the supplier:			11,303-00
Amount E – PO / WO value:			9937-50
Amount F – Difference (A – E):			1365.50
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		27/4/23.	
Remarks: Transport charges extra and find bill & close this Po.			

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:		<i>[Signature]</i>			
Date		26/4/23.			
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.



Form for closure of purchase order

PO no.: 96707	PO date: 1/2/23	Req. no.: 175574	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 118498				
☐ 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: close Po. Full material 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. Savani	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.		
☐ Advance paid against this PO	Amount paid:	Date of payment:		
Details of part bill received:				
Sl. No.	Bill no.	Bill date	Bill amount	Cr. given to supplier
1.				
2.				
3.				
Remarks by Accountants:				
Prepared by: D. Lany	Sign: [Signature]	Date: 25/4/23		
Notes: 1. POs/WOs issued for turnkey works - may have been processed by E&D. Check before filling the above.				
Prepared by:	Sign:	Date:		
Remarks by Ravi + details of bills to be approved:				
Sl. No.	Bill no.	Bill date	Bill amount	MRN no.
1.	185	14.04.23	11,303-00	118498
2.				
3.				
Remarks: Need MD's approval for enclosed invoice.				
Prepared by: Ravi	Sign: [Signature]	Date: 19/04/23		
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
25 APR 2023
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

Page(s) 1 of 1

14-04-2023 10:53:31

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
4-1270, Marthand nagar, New HafeezPet, Near Konda pur Hyd-49

GSTIN 36AAUFG2910P1ZT

8897895924

Doc No	96707	175574
Doc Date	01-02-2023	
Quote No	nil	
Quote Date	01-02-2023	
SupplyType	Supply	

Kind Attn : Mr.Ravi Shanker

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 724400 - PLAN-Plants - Outdoor Plant-Areca Palm- - - - Nos	25.00	135.00	0.00	6.00	3,577.50
2 658000 - PLAN-Plants - Outdoor Plant-Acalypha- - - - Nos	150.00	20.00	0.00	6.00	3,180.00
3 566400 - PLAN-Plants - Outdoor Plant-Wedilia Yellow Flowering Plant- - - - Nos	250.00	12.00	0.00	6.00	3,180.00
Total Order Value . . .					9,937.50
Rupees : Nine Thousand Nine Hundred Thirty Seven and Paise Fifty 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	Within 7 days
Delivery Location	Nilgiri Estate Sy.No.143/133/134/135/136, Rampally Village. Phone. 9030931172
Penalty 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 site use 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 delivary /DC can be sent by email.

For **Nilgiri Estates**

Authorised Signatory

Accepted the above Terms And Conditions

For **Green Belt Services**

Name : _____

Name : _____

Date : __/__/__



Purchase Order

Page(s) 1 Of 1

02-02-2023 2:50:39 PM



96707

28.01.23 12:54:53

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

96707

175574

Doc Date

01-02-2023

Quote No

nil

Quote Date

01-02-2023

SupplyType

Supply

Kind Attn : Mr.Ravi Shanker

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Total Order Value . . .					9,937.50

Rupees : Nine Thousand Nine Hundred Thirty Seven and Paise Fifty 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

Penalty 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 site use 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 delivery /DC can be sent by email.For **Nilgiri Estates**

Authorised Signatory

Accepted the above Terms And Conditions

For **Green Belt Services**

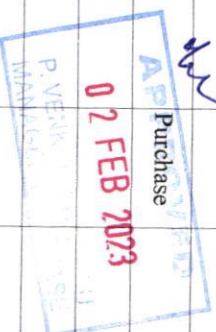
Name :

Name :

Date : _/_/_

Requisition Form							
Company Name:	NE	Date:	01.02.23				
Site & Phase :	NE	Time:	12:10				
Unit No./Block No.							
Supplier:		Req. No.	175574				
Material required before date:	03.02.23	ID No.	68919				
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date	
1	PLNT7244-Plants-Outdoor Plant-Areca Palm---Nos	25	0	25			
2	PLNT6580-Plants-Outdoor Plant-Acalypha---Nos	150	0	150			
3	PLNT5664-Plants-Outdoor Plant-Wedilia Yellow Flowering Plant---Nos	250	0	250			
4			0	0			
5			0	0			
6			0	0			
7			0	0			
8			0	0			
9			0	0			
10			0	0			
Remarks:	for plantation at site .						
	Engineer	Project Manager					MD
Prepared By:	A. Sravani						
Approved By:	Vijay Raj						
Sign & Date:							

96101



GSTIN : 36AAUFG2910P1ZT
Composite Scheme

DELIVERY CHALLAN

Cell: 8897895924

GREEN BELT SERVICES

GARDENING, HOUSE KEEPING, PAINTING, CIVIL & LABOUR CONTRACTOR
H.No. 4-1270, Marthanda Nagar, New Hafeezpat, Near Kondapur, Hyderabad - 49.
E-mail: greenbeltservices.2212@gmail.com

No. *Nilgiri Estates.*
Rampally.
PO.

D.C.No. *186* Date *12/04/2023*
P.O.No. *96707* Date

S.No.	PARTICULARS	QUANTITY
1	<i>Areca palms</i>	<i>- 25 no's.</i>
2	<i>Acalypha</i>	<i>- 150 no'</i>
3	<i>Wedelia yellow</i>	<i>- 250 no's.</i>
4	<i>Trans port Extra</i>	<i>-</i>

202019
118498
12/04/23
[Signature]

For GREEN BELT SERVICES

Receivers Signature

[Signature]
Authorized Signatory

Composite Scheme

Cell : 8897895924



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

SI.No.

185

Date: 14/04/2023

D.C.No.

186

Date :

P.O.No.

96707

Date :

[illegible]

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.

PO.

D.C.No.

186

Date

12/04/2023

P.O.No.

96707

Date

S.No.

PARTICULARS

QUANTITY

1

Areca palms

-

25 no's.

2

Acalypha

-

150 no's

3

Wedelia yellow

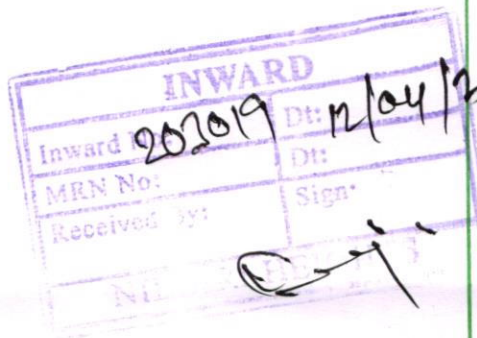
-

250 no's.

4

Transport Extra

-



For GREEN BELT SERVICES

Receivers Signature

Authorised Signatory