PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	26/4/23.	Prepared by	V.RAVI	Serial no.	16417
Supplier name	Green Belt 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:	Transportation charges extra and final bill & close this Po.

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:		(signature)			
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.

MODI PROPERTIES PVT. LTD. * SEC'BAD *
INWARD
No. 1160
Date 26/4/23
Sign

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. Sravani	Sign:	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:	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:	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
28 APR 2023
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

 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	**Doc No**	96707	175574
4-1270, Marthand nagar, New HafeezPet, Near Konda pur Hyd-49	**Doc Date**	01-02-2023	
	Quote No	nil	
GSTIN 36AAUFG2910P1ZT	**Quote Date**	01-02-2023	
8897895924	**SupplyType**	Supply	

Kind Attn : Mr.Ravi Shanker

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	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
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 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 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 : __/__/____

Purchase Order

  02-02-2023 2:50:39 PM

96707
28.01.23 12:54:53

py

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

Supplier Details			
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	Quote No	nil	
GSTIN 36AAUFG2910P1ZT	**Quote Date**	01-02-2023	
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For ***Nilgiri Estates***

Authorised Signatory

Name : Veeresh 02/02/23

Accepted the above Terms And Conditions

For ***Green Belt Services***

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.	83919			
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	96107		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		Purchase		MD
Prepared By:	A.Sravani					
Approved By:	Vijay Raj					
Sign & Date:						

APPROVED
02 FEB 2023
P. VENK... MANAG...

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 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'
3	Wedilia yellow –	250 no's.
4	Transport Extra –	

201019
118498
12/04/23

For GREEN BELT SERVICES

Receivers Signature

Authorised Signatory

GSTIN :36AAUFG2910P1ZT

Composite Scheme

INVOICE

Cell : 8897895924

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. 185 Date : 14/04/2023

D.C.No. 186 Date :

P.O.No. 96707 Date :

S.No.	PARTICULARS	Qty.	Rate	AMOUNT Rs.	Ps.
1	Supply of plants			11,303	00
			TOTAL	11,303	00

SUMMIT SALES LLP R.R. DIST.
IN WARD No: 108265
Date: 17/4
Sign: V

GREEN BELT SERVICES

Bank Name: HDFC Bank

A/c. No.50200055048996

IFSC Code: HDFC0002019

Rupees in words: Eleven Thousand Three Hundred Three only.

For GREEN BELT SERVICES

Authorised Signatory

GSTIN :36AAUFG2910P1ZT

Composite Scheme

DELIVERY CHALLAN

Cell : 8897895924

GREEN BELT SERVICES

GARDENING, HOUSE KEEPING, PAINTING,CIVIL & LABOUR CONTRACTOR

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Rampally.
po-

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P.O.No. 96707 Date :

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2	Acalypha -	150 no'
3	wedilia yellow -	250 no's.
4	Transport Extra -	

INWARD
Inward No 202019 Dt: 12/04/23
MRN No: Dt:
Received by: Sign:

SUMMIT SALES LLP
IN WARD
No: 88236
Date: 17/4
Sign:
R.R. DIST.

For GREEN BELT SERVICES

Receivers Signature

Authorised Signatory