

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 03.05.21		Prepared by: BHAVANI	
PO/WO no. 76097		PO / WO Date. 02-04-21	
Supplier Name Green Belt services		PO/WO amount 40,174	
Firm/Company NIG		Project NE	
Sl. No.	Bill No.	Bill Date	Bill amount
1	013	8-4-21	43,354
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			43,354
Sl. No.	DC .No	DC. Date	MRN No. DC matches MRN
1.	12	5/4/21	91137 ☐ Yes ☐ No
2.			☐ Yes ☐ No
3.			☐ 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:			43,354
Amount E – PO / WO value:			40,174
Amount F – Difference (A – E): GST-18%			3,180
Quantity received as per PO /WO		☒ Yes ☐ Excess received ☐ Short received ☐ Other (explained below)	
Is difference between PO / Bill acceptable?		☐ Yes ☐ No (explained below)	
Excess / short material received		☐ Approved – within acceptable limits ☐ No (explained below)	
Close PO / W?O		☒ Yes ☐ No – wait for balance material ☐ No (explained below)	
Advance paid / PDC given (deduct when paying)		☐ Yes – Rs. ____/- ☒ No	
Payment – due date		8/5/21	
Remarks: Transportation charges added in above bill → Incentive Rs-20/-			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
Sign:			
Date	31/5/21	8/5/21	04 MAY 2021

Notes: 1. In case amount to be credited to supplier and the 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. 10,000/-, Purchase Manager or Procurement Manager to approve all bills from 10,000/- 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 : 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 - Hyd*SI.No. *13* Date *08/04/2021*
D.C.No. *12,13* Date *7/04/2021*
P.O.No. *76097* Date :

S.No.	PARTICULARS	Qty.	Rate	AMOUNT	
				Rs.	Ps.
1	supply of plants & grass			43,354	00
					
GREEN BELT SERVICES Bank Name: HDFC Bank A/c. No. 50200055048996 IFSC Code: HDFC0002019					
			TOTAL	43,354	00

Rupees inwards: *Forty Three Thousand*
*Three Hundred Fifty for only*For **GREEN BELT SERVICES***[Signature]*
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

15058
APDW6902M/s. *Nilgiri Estates*
*Rampally - Hyd*D.C.No. **12** Date *05/04/2021*P.O.No. *76097* Date :

S.No.	PARTICULARS	QUANTITY
1	<i>Frisco grass</i>	<i>60 Bags</i>
2	<i>Transport Extra</i>	



For GREEN BELT SERVICES

Receivers Signature

Authorised Signatory

Purchase Order



76097
30.03.21 4:51:32

Page(s) 1 Of 1

03-04-2021 2:16:17 PM

From Company : **Nilgiri Estates**
5-4-187/3 & 4, IIInd 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	76097	175247
Doc Date	02-04-2021	
Quote No	Nil	
Quote Date	16-02-2021	
SupplyType	Supply	

Kind Attn : Mr.Ravi Shanker

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 6031 - Miscellaneous - Plants - NA - nos Tecoma	70.00	45.00	0.00	6.00	3,339.00
2 6031 - Miscellaneous - Plants - NA - nos Nerium plant	150.00	35.00	0.00	6.00	5,565.00
3 6096 - Miscellaneous - Grass - NA - Bags Fisco grass	60.00	350.00	0.00	6.00	22,260.00
4 6031 - Miscellaneous - Plants - NA - nos Nilgiri trees	70.00	75.00	0.00	6.00	5,565.00
5 6031 - Miscellaneous - Plants - NA - nos Caesalpin plant	50.00	65.00	0.00	6.00	3,445.00
Total Order Value . . .					40,174.00

Rupees : Fourty Thousand One Hundred Seventy 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

Penalty For Delay Nil

Transportation Extra.

Warranty Nil

Advance Paid Rs.....

Other Terms We reserve the right to reject items not conforming to quality and specifications. Above order for site plantation use purpose

Completion Date Nil

Measurment Nil

Security Nil

Remarks

For **Nilgiri Estates**

Authorised Signatory

Accepted the above Terms And Conditions

For **Green Belt Services**

Name : _____

Name : _____

Date : __/__/__

Requisition Form

Company Name:	NILGIRI ESTATES	Date:	31-03-21
Site & Phase :	NILGIRI ESTATE	Time:	16:42
Supplier		Req. No.	175247
Material required before date:		ID No.	65107

No	Description	Size	Quantity	Units	Inward No	Date
1	Fisco grass	STD	60	Bag's		
2	Tecoma	STD	70	No's		
3	Nerium plants	STD	150	No's		
4	Nilgiri trees	STD	70	No's		
5	Caesalpinia plants	STD	50	No's		
6						
7						
8						
9						
10						

Remarks: - For Totlot's Gardening purpose.

Prepared By	kavitha	Approved by	
Sign. & Date	31-03-21	Sign. & Date	

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

Company Name:		Date:	
Site & Phase :		Time:	
Supplier		Req. No.	
Material required before date:		ID No.	

No	Description	Size	Quantity	Units	Inward No	Date
1						
2						
3						
4						

Remarks:

Prepared By		Approved by	
Sign. & Date		Sign. & Date	

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

Certified by:

 Project Manager
 Nilgiri Estates

GSTIN :36AAUFG2910P1ZT

DELIVERY CHALLAN

Cell : 8897895924

Composite Scheme



GREEN BELT SERVICES

TS13UA9441
12.47

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, Hyd.

D.C.No.

13

Date

07/04/2021

P.O.No.

76097

Date

S.No.

PARTICULARS

QUANTITY

1 Tecoma

70 no's

2 Nerium plants

150 no's

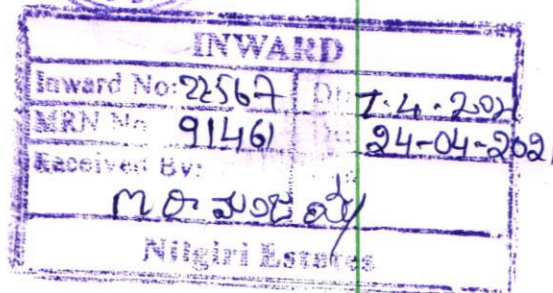
3 Nilgiri Trees

70 no

4 Caesalpinia plants

50 NO

5 Transport Extra



For GREEN BELT SERVICES

Receivers Signature

[Signature]
Authorised Signatory