

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 06-05-21		Prepared by: BHAVANI	
PO/WO no. 76512		PO / WO Date. 20-04-21	
Supplier Name Green Belt services		PO/WO amount 26,924	
Firm/Company Nilgiri Estates		Project NE	
Sl. No.	Bill No.	Bill Date	Bill amount
1	18	27/4/21	16,165
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			16,165
Sl. No.	DC No	DC. Date	MRN No.
1.	017	27/4/21	91462
2.			
3.			
Amount B –Other Credits : Transportation charges			
Amount C –Other Debits :			
Amount D (D=A+B-C) – Amount to be credited to the supplier:			16,165
Amount E – PO / WO value:			26,924
Amount F – Difference (A – E): GST-18%			10,759/-
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		11-05-21	
Remarks: Incentive RS-201- [Part Bill]			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:			
Date	6/5/21	6/5	

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/-

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 Hqd.

Sl.No. **18** Date 27/04/2021

D.C.No. 17 Date: 22/4/21.....

P.O.No. 76512 Date :

[illegible]

Rupees inwards: sixteen Thousand
one Hundred sixty five 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 - Hyderabad*

D.C.No.

17

Date:

22/04/2021

P.O.No.

76512

Date:

S.No.

PARTICULARS

QUANTITY

*1 Supply of Frisco grass**40 Bags**2 Transport Extra*

INWARD	
Inward No: <i>22589</i>	Dt: <i>22/4/21</i>
MRN No: <i>91462</i>	Dt: <i>24/4/21</i>
Received By: <i>Ashish</i>	Sign: <i>[Signature]</i>
Nilgiri Estates	

40. Bags

Receivers Signature

For GREEN BELT SERVICES

[Signature]

Authorised Signatory

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

16.04.21 1:10:45

Supplier Details			
Green Belt Services 4-1270, Marthand nagar, New HafeezPet, Near Konda pur Hyd-49 GSTIN 36AAUFG2910P1ZT 8897895924	Doc No	76512	175264
	Doc Date	20-04-2021	
	Quote No	Nil	
	Quote Date	15-04-2021	
	SupplyType	Supply	

Kind Attn : Mr.Ravi Shanker

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 6096 - Miscellaneous - Grass - NA - Bags <i>Fescus grass</i>	40.00	350.00	0.00	6.00	14,840.00
2 6016 - Miscellaneous - Carpet Grass - NA - sft	1,140.00	10.00	0.00	6.00	12,084.00
Total Order Value . . .					26,924.00

Rupees : Twenty Six Thousand Nine Hundred Twenty 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 use purpose

Completion Date Nil

Measurment Nil

Security Nil

Remarks

Part Bill Received @

18 - 22/4/21 - 16,165 received

[Signature]
6/5/21

For **Nilgiri Estates**

Authorised Signatory

[Signature]
Name : _____

Accepted the above Terms And Conditions

For **Green Belt Services**

Name : _____

Date : __/__/__

Requisition Form

[illegible]

Estimate/Draft PO

Page(s) 1 Of 1

20-04-2021 10:29:19 AM

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

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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 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: ____/____/____