PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	09/06/21	Prepared by:	G-Venkatesh
PO/WO no.	77217	PO / WO Date.	21/5/21
Supplier Name	Green belt Services	PO/WO amount	16,695/-
Firm/Company		Project	NE
Sl. No.	Bill No.	Bill Date	Bill amount
1	20	25/5/21	18,020/-
2			
3			
4			

Amount A – Bills total(Excluding Transport & Hamali Charges): 18,020

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	19	23/5/21	92406	☑ 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:	18,020/-
Amount E – PO / WO value:	16,695/-
Amount F – Difference (A – E): GST-18%	1325/-

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	14/6/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]	[signature]					
Date	09/06/21	9/6					

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

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 – Hyd.

Sl.No. 20 Date 25/05/2021

D.C.No. 19 Date 23/5/21

P.O.No. 77217 Date 23/5/21

S.No.	PARTICULARS	Qty.	Rate	AMOUNT Rs.	Ps.
1	Supply of Friscograss –	45 Bags		18,020	00
			TOTAL	18,020	00

PROPERTIES PVT. LTD. SEC'BAD INWARD No. 8074 Date 4/6 Sign.

GREEN BELT SERVICES

Bank Name: HDFC Bank

A/c. No.50200055048996

IFSC Code: HDFC0002019

Rupees inwards: Eighteen Thousand – twenty only.

For GREEN BELT SERVICES

Authorised Signatory

Purchase Order

 31-05-2021 9:37:53 AM

Ori

77217
06 05.21 4:35:39

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**	77217	175289
	Doc Date	21-05-2021	
	Quote No	Nil	
	Quote Date	21-05-2021	
	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 *Fisco grass*	45.00	350.00	0.00	6.00	16,695.00
					Total Order Value . . .	**16,695.00**

Rupees : Sixteen Thousand Six Hundred Ninty Five 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	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

Name : ____________________

Accepted the above Terms And Conditions

For ***Green Belt Services***

Name : ____________________

Date : __/__/____

Requisition Form

Company Name:	NILGIRI ESTATES	Date:	20-05-2021
Site & Phase :	NILGIRI ESTATE	Time:	10:00
Supplier		Req. No.	175289
Material required before date:		ID No.	

No	Description	Size	Quantity	Units	Inward No	Date
1	Fisco Grass	STD	45	Bags		
2						
3						
4						
5						
6						
7						
8						
9						
10						

Remarks: -For Totlot purpose.

APPROVED
MAY 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE

Prepared By	Akhil	Approved by	
Sign.& Date	20-05-2021	Sign. & Date	

Certified by:
Project Menager
Nilgiri Estates

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:	Urgent	ID No.	

No	Description	Size	Quantity	Units	Inward No	Date
1						
2						
3						
4						
5						

marks:

pared By		Approved by	
n.& Date		Sign. & Date	

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

GSTIN :36AAUFG2910P1ZT
Composite Scheme

DELIVERY CHALLAN

Cell : 8897895924

6:07

GREEN BELT SERVICES

AP10W2460

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. 19 Date 23/05/21

P.O.No 77217 Date :

S.No.	PARTICULARS	QUANTITY
1	Supply of Frisco grass –	45 Bags.

INWARD
Inward No: 2260? Dt: 24/5/21
MRN No: 92406 Dt: 2/6/21
Received By: Ashish Sign:
Nilgiri Estates

For GREEN BELT SERVICES

Receivers Signature

Authorised Signatory