PURCHASE DIVISION

Advice for approval for credit to supplier

| Date: | 13/7/21 | Prepared by: | BHAVANI |
|---|---|---|---|
| PO/WO no. | 76512 | PO / WO Date. | 20/4/21 |
| Supplier Name | Green Belt services | PO/WO amount | 26,924 |
| Firm/Company | Nilgiri Estate | Project | NE |
| Sl. No. | Bill No. | Bill Date | Bill amount |
| 1 | 31 | 12/7/21 | 8745 |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| Amount A – Bills total(Excluding Transport & Hamali Charges): | | | 8745 |

| Sl. No. | DC .No | DC. Date | MRN No. | DC matches MRN |
|---|---|---|---|---|
| 1. | 29 | 12/7/21 | 93739 | ☐ 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: | 8,745 |
| Amount E – PO / WO value: | 26,924 |
| Amount F – Difference (A – E): GST-18% | 18,179 |

| | |
|---|---|
| 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 | 19-7-21 |
| Remarks: | Part Bill |
| | Incentive RS-20/- |

| Approved by | Purchase Officer | Purchase Manager | Procurement Manager | M D | Accounts – receiver of bill | Accountant | Accounts Manager |
|---|---|---|---|---|---|---|---|
| Sign: | Bhavani | [signature] | | | | | |
| Date | 13/7/21 | 13/7/21 | | | | | |

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. 31 Date 12/07/2021

D.C.No. 291 Date :

P.O.No. 78406 Date :

| S.No. | PARTICULARS | Qty. | Rate | AMOUNT Rs. | Ps. |
|---|---|---|---|---|---|
| 1 | Supply of frisco grass. | | | 8745 | 00 |
| | | | TOTAL | 8745 | 00 |

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No: 82272
Date: 13/7
Sign:

**GREEN BELT SERVICES**
**Bank Name: HDFC Bank**
**A/c. No.50200055048996**
**IFSC Code: HDFC0002019**

***Rupees inwards:*** Eight Thousand Seven Hundred forty five only -

**For GREEN BELT SERVICES**

***Authorised Signatory***

GSTIN :36AAUFG2910P1ZT

Composite Scheme

**DELIVERY CHALLAN**

Cell : 8897895924

# GREEN BELT SERVICES 12227

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. 29 Date 06/07/2021

P.O.No. 78406 Date : 06/07/2021.

| S.No. | PARTICULARS | QUANTITY |
|---|---|---|
| 1 | Supply of Frisco grass – | 20 Bags. |
| 2 | Transport Extra – | |

INWARD

Inward No: 22648 Dt: 6/7/21

MRN No: 93739 Dt: 09/07/21

Received By: Ashish

Sign.

Nilgiri Estates

MODI PROPERTIES PVT. LTD. SEC'BAD

INWARD

No: 1252

Date: 10/9

Sign:

For GREEN BELT SERVICES

Receivers Signature

Authorised Signatory

21-04-2021 10:59:47 AM

76512
16.04.21 1:10:45

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

| pplier Details | | | |
|---|---|---|---|
| een Belt Services | Doc No | 76512 | 175264 |
| 1270, Marthand nagar, New HafeezPet, Near Konda pur Hyd-49 | Doc Date | 20-04-2021 | |
| | Quote No | Nil | |
| STIN 36AAUFG2910P1ZT | Quote Date | 15-04-2021 | |
| 8897895924 | SupplyType | Supply | |

**nd Attn : Mr.Ravi Shanker**

rchase Order for the Supply of following Items.

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

upees : Twenty Six Thousand Nine Hundred Twenty Four Only.

rms and Conditions :-

Part Bill Received @
18 - 22/4/21 - 16,165 Received
~~[signature]~~
6/5/21

Part Bill received @
31 - 12/7/21 - 8745
Bal amount: 7420 [signature]
13/7/21

| | |
|---|---|
| pecification / | As per details given in the quotation. |
| ayment Terms | After Delivery & Production of bill |
| ax | Inclusive of all taxes |
| elivery Date | Within 7 days |
| elivery Location | Nilgiri Estate<br>Sy.No.143/133/134/135/136, Rampally Village.<br>Phone. 9030931172 |
| enality For Delay | Nil |
| ransportation | 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 | |

Req.
Invoice.

For ***Nilgiri Estates***
Authorised Signatory
Name : ____________

Accepted the above Terms And Conditions
For ***Green Belt Services***
Name : ____________
Date : __/__/____

## Requisition Form

| | | | |
|---|---|---|---|
| ...ame: | NILGIRI ESTATES | Date: | 19-04-2021 |
| ...ase : | NILGIRI ESTATE | Time: | 03:00 |
| ...r | | Req. No. | 175264 |
| ...rial required before date: | Urgent | ID No. | |

| No | Description | Size | Quantity | Units | Inward No | Date |
|---|---|---|---|---|---|---|
| 1 | Frisco grass | STD | 40 | Bags | | |
| 2 | Carpet grass | 19x60 | 1140 | Sft | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

Remarks: -For site use purpose

| | | | |
|---|---|---|---|
| Prepared By | Akheel | Approved by | |
| Sign.& Date | 19-04-2021 | Sign. & Date | |

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

Certified by:

~~Project Manager~~
Nilgiri Estates

| | | | |
|---|---|---|---|
| Site & Phase : | | | |
| Supplier | | Time: | |
| Material required before date: | Urgent | Req. No. | |
| | | ID No. | |

| No | Description | Size | Quantity | Units | Inward No | Date |
|---|---|---|---|---|---|---|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |

...emarks:

| | | | |
|---|---|---|---|
| ...repared By | | Approved by | |
| ...ign.& Date | | Sign. & Date | |

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