(m) (E)

PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	14/8/21	Prepared by:	BHAVANI
PO/WO no.	78406	PO / WO Date.	7/7/21
Supplier Name	Green Belt services	PO/WO amount	7420
Firm/Company	Nilgiri Estates	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	6/7/21	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:	8745
Amount E – PO / WO value:	7420
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	16/8/21
Remarks: Transportation charges may considered	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Bhavani		APPROVED 14 AUG 2021 MINISH PARIKH MANAGER PROCUREMENT				
Date	14/8/21						

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. 271 Date :

P.O.No. 78460 Date :

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

SUMMIT SALES LLP
R.R. DIST.
IN WARD
No.: 83409
Date: 14/8
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

Purchase Order

78406
06.07.21 4:42:38

 10-07-2021 10:25:43 AM Origin

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**	78406	175313
	Doc Date	07-07-2021	
	Quote No	Nil	
	Quote Date	07-07-2021	
	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 *Frisco grass*	20.00	350.00	0.00	6.00	7,420.00
					Total Order Value . . .	**7,420.00**

Rupees : Seven Thousand Four Hundred Twenty 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 tot lot 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:	07-07-2021
Site & Phase :	NILGIRI ESTATE	Time:	13:06
Supplier		Req. No.	175313
Material required before date:	Urgent	ID No.	67326

No	Description	Size	Quantity	Units	Inward No	Date
1	Frisco grass	STD	20	Bags		
3						
4	78406					
5						
6						
7						
8						
9						
10						

APPROVED
10 JUL 2021
MANISH PARIKH
MANAGER PROCUREMENT

Remarks: - For Tot-lots use purpose

Prepared By	Sadhana	Approved by	Certified by:
Sign.& Date	07-07-2021	Sign. & Date	M.

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

Project Manager
Nilgiri Estates

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						
6						
7						
8						
9						
10						

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.

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

Bill no: 31

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: 2268 Dt: 6/7/21
MRN No: 93739 Dt: 09/07/21
Received By: Ashik
Sign.
Nilgiri Estates

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 72521
Date: 10/7
Sign: L

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 78406
Date:
Sign:

For GREEN BELT SERVICES

Authorised Signatory

Receivers Signature