PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	03/09/21	Prepared by:	BHAVANI
PO/WO no.	79869	PO / WO Date.	18/8/21
Supplier Name	Green Belt services	PO/WO amount	2756
Firm/Company	Nilgiri Estates	Project	NE
Sl. No.	Bill No.	Bill Date	Bill amount
1	45	03/9/21	3233
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			~~3233~~ 2756/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	44	31/8/21	95785	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No

Amount B – Other Credits : Transportation charges	477/-
Amount C – Other Debits :	–
Amount D (D=A+B-C) – Amount to be credited to the supplier:	3233/-
Amount E – PO / WO value:	2756/-
Amount F – Difference (A – E): GST-18%	477/-
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	6/9/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Bhavani		APPROVED 04 SEP 2021 MINISH PARIKH MANAGER PROCUREMENT				
Date	3/9/21						

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/-

G... 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. 45 Date: 03/09/2021
D.C.No. 44 Date :
P.O.No 79869 Date :

S.No.	PARTICULARS	Qty.	Rate	AMOUNT Rs.	Ps.
1	Supply of plants	-	-	3,233	00
			TOTAL	3233	00

SUMMIT SALES LLP R.R. DIST. IN WARD No: 84125 Date: 4/9 Sign:

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

Rupees inwards: Three Thousand two Hundred Thirty Three only -

For GREEN BELT SERVICES

Authorised Signatory

Purchase Order

 03-09-2021 16:26:15

79869
13.08.21 2:25:58

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**	79869	175355
	Doc Date	18-08-2021	
	Quote No	NIL	
	Quote Date	17-08-2021	
	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 *Ceasal pinia Plants- 2' to 4'*	40.00	65.00	0.00	6.00	2,756.00
					Total Order Value . . .	**2,756.00**

Rupees : Two Thousand Seven Hundred Fifty Six Only.

<u>Terms and Conditions :-</u>

Specification / Brand	All items shall be 'Miracle' brand.
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 Cost	Transport Extra.
Warranty	Nil
Advance Paid	Nil
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 : 03/09/2021

Contact

Accepted the above Terms And Conditions
For ***Green Belt Services***

Name : ____________________

Date : __/__/____

1140

Requisition Form

Company Name:	NILGIRI ESTATES	Date:	20-08-2021
Site & Phase :	NILGIRI ESTATE	Time:	14:40
Supplier	Radha Krishna	Req. No.	175355
Material required before date:	Urgent	ID No.	68611

No	Description	Size	Quantity	Units	Inward No	Date
1	Seasolpania Trees	STD	40	Nos		
2						
3						
4						
5	79869		21/8/21			
6						
7						
8						
9						
10						

Remarks: -For Site use purpose

Prepared By	Sadhana	Approved by	
Sign.& Date	20-08-21	Sign. & Date	

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

Certified by:
Project Manager
Nilgiri Estates

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						

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 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 Hyd.

D.C.No. 44 Date 31/8/2021

P.O.No. 79869 Date :

S.No.	PARTICULARS	QUANTITY
1	Ceasal pinig -	40 no's
2	Trans port Extry	

INWARD
Inward No: 22714 Dt: 01/09/21
MRN No: 95785 Dt: 01/09/21
Receiv: Ashish
Nilgiri Estates

For GREEN BELT SERVICES

Receivers Signature

Authorised Signatory