PURCHASE DIVISION
Advice for approval for credit to supplier

(m) (E)

Date:	4/12/2021	Prepared by:	BHAVANI
PO/WO no.	82492	PO / WO Date.	9/11/21
Supplier Name	Green Belt services	PO/WO amount	1193
Firm/Company	Nilgiri Estate	Project	NE
Sl. No.	Bill No.	Bill Date	Bill amount
1	62	22/11/21	1231
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			1231

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	62	19/11/21	99495	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
Amount B –Other Credits : Transportation charges				650
Amount C –Other Debits :				–
Amount D (D=A+B-C) – Amount to be credited to the supplier:				1881
Amount E – PO / WO value:				1193
Amount F – Difference (A – E): GST-18%				688

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	13/12/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]	[signature]					
Date	4/12/21	4/12					

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. 62 Date : 22/11/2021
D.C.No 62 Date :
P.O.No 82492 Date :

S.No.	PARTICULARS	Qty.	Rate	AMOUNT Rs.	Ps.
1	Supply of Nilgiri Trees -			1,881	50
			TOTAL	1,881	50

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

Rupees inwards: one Thousand Eight Hundred Eighty one only

SUMMIT SALES LLP
IN WARD
No: 82140
Date: 23/11/21
Sign:
R.R. DIST.

For GREEN BELT SERVICES

Authorised Signatory

Purchase Order

09-11-2021 15:27:14

82492
09.11.21 4:15:36

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	82492	175425
Doc Date	09-11-2021	
Quote No	Nil	
Quote Date	10-08-2021	
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 *Nilgiri Trees*	15.00	75.00	0.00	6.00	1,192.50
Rupees : One Thousand One Hundred Ninty Two and Paise Fifty Only.					**Total Order Value . . .**	**1,192.50**

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	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 : 12/11/2021

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

Name : ____________

Date : __/__/____

1441

Requisition Form

Company Name:	NILGIRI ESTATES	Date:	09-11-2021
Site & Phase :	NILGIRI ESTATE	Time:	11:30
Supplier		Req. No.	175425
Material required before date:		ID No.	71021

No	Description	Size	Quantity	Units	Inward No	Date
1	Nilgiri Trees	STD	15	Nos		
2						
3						
4	82492					
5						
6						
7						
8						
9						
10						

Remarks:- For Site use purpose

APPROVED
09 NOV 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE

Prepared By	Sadhana	Approved by	Akheel
Sign.& Date	09-11-2021	Sign. & Date	09-11-2021

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

Composite Scheme

DELIVERY CHALLAN

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.

D.C.No. 62

Date : 19/11/2021

P.O.No. 82492 Date :

S.No.	PARTICULARS	QUANTITY
1	Nilgiri Trees -	15 No's
2	Transport Extra -	

INWARD

Inward No: 27786 Dt: 19/11/21

MRN No: 99495 Dt: 22/11/21

Received By: Sign:

Nilgiri Estates

For GREEN BELT SERVICES

Receivers Signature

Authorised Signatory

SUMMIT SALES LLP

IN WARD

No: 75258

Date: 22-11-21

Sign:

R.R. DIST.