PURCHASE DIVISION
Advice for approval for credit to supplier

| | | | | | |
|---|---|---|---|---|---|
| Date: | 20/4/22 | Prepared by | Monomi | Serial no. | 3331 |
| Supplier name | Green Belt Services | | | HO inward no. | |
| Firm/Company | GVRL | Project | Inmopolis | HO received date | |
| PO/WO date | 7/4/22 | PO/WO No. | 87134 | Scan ID. | |

| Sl no. | Bill no. | Bill date | Bill amount | Original attached |
|---|---|---|---|---|
| 1. | 110 | 19/4/22 | 10,865/- | ☑ Yes ☐ No |
| 2. | | | | ☐ Yes ☐ No |
| 3. | | | | ☐ Yes ☐ No |
| 4. | | | | ☐ Yes ☐ No |

| | |
|---|---|
| Amount A Bills total (Excluding Transport & Hamali Charges): | 9,010/- |
| Proof of delivery by way of: ☑ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report | |

| | | | |
|---|---|---|---|
| MRN nos.: | 106222 | Proof of delivery matches MRN | ☑ Yes ☐ No |

| | |
|---|---|
| Amount B –Other Credits : Transportation charges | 1855/- |
| Amount C –Other Debits : | — |
| Amount D (D=A+B-C) – Amount to be credited to the supplier: | 10,865/- |
| Amount E – PO / WO value: | 9010/- |
| Amount F – Difference (A – E): | — |
| Quantity received as per PO /WO | ☑ Yes ☐ Excess received ☐ Short received ☐ Part received |
| Close PO / WO | ☑ Yes ☐ No – wait for balance material ☐ Other |
| Payment - due date | 25/4/22 |
| Remarks: | |

| Approved by | Purchase Officer | Purchase Manager | M D | Accountant | Accounts Manager |
|---|---|---|---|---|---|
| Name: | Monomi | | | | |
| Sign: | Monomi | | | | |
| Date | 20/4/22 | | | | |
| Approval limit | Upto 20k | Above 20k | Above 100k | Upto 20k | Above 20k |

Notes: 1. In case amount to be credited to supplier and the bills total does not match, accountants to prepare JV for debit or credit. 2. This set should only have 5 documents i.e., advice to credit to supplier, original bill, proof of delivery, original purchase order with barcode, original requisition. 3. Do not attach additional documents like weighment slips, RMC batch reports, duplicate documents, Eway bills, test reports, etc. 4. In Amount A, exclude transport, Hamali charges, etc., and instead include in Amount B. 5. This report must reach HO within one working day of approval by purchase officer/purchase manager.

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. G. V. Reserch Centers pvt- LTD

(G.V.RC)

Sl.No. 110 Date : 19/04/2022

D.C.No. 111 Date :

P.O.No. 87134 Date :

| S.No. | PARTICULARS | Qty. | Rate | AMOUNT Rs. | Ps. |
|---|---|---|---|---|---|
| 1 | Supply of grass & plants. | - | - | 10.865 | 00 |
| | | | TOTAL | 10.865 | 00 |

SUMMIT SALES LLP R.R. DIST. IN WARD No: 93527 Date: 20/4 Sign: L

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

*Rupees inwards:* Ten Thousand Eight Hundred Sixty five only —

**For GREEN BELT SERVICES**

*Authorised Signatory*

# Purchase Order

 07-04-2022 15:19:10

87134
04.04.22 1:33:42

»py

From Company : **G V Reserch Centers Pvt Ltd**
5-4-187/3&4, II nd Floor, Soham Mansion, MG Road, Secunderab
G S T No. : 36AAHCG4562D1ZP

| **Supplier Details** | | | |
|---|---|---|---|
| Green Belt Services | **Doc No** | 87134 | 164805 |
| 4-1270, Marthand nagar, New HafeezPet,, Near Konda pur Hyd-49 | **Doc Date** | 07-04-2022 | |
| | **Quote No** | Nil | |
| **GSTIN** 36AAUFG2910P1ZT | **Quote Date** | 07-04-2022 | |
| 8897895924 | **SupplyType** | Supply | |

**Kind Attn : Mr.Ravi Shanker**

Purchase Order for the Supply of following Items.

| | Item Name | Qty | Rate | Dis% | GST | Amount |
|---|---|---|---|---|---|---|
| 1 | 6016 - Miscellaneous - Carpet Grass - NA - sft | 550.00 | 10.00 | 0.00 | 6.00 | 5,830.00 |
| 2 | 6031 - Miscellaneous - Plants - NA - nos<br>*Akalifa Red* | 75.00 | 20.00 | 0.00 | 6.00 | 1,590.00 |
| 3 | 6031 - Miscellaneous - Plants - NA - nos<br>*Akalifa Green* | 75.00 | 20.00 | 0.00 | 6.00 | 1,590.00 |
| | | | **Total Order Value . . .** | | | **9,010.00** |

Rupees : Nine Thousand Ten 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** | Innopolis<br>Sy no-542, Genome Valley, Thurkapally, Hyderabad, Telangana<br>Phone. Nagamani(Engineer) - 7981951035 |
| **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 garden purpose. |
| **Completion Date** | Nil |
| **Measurment** | Nil |
| **Security** | Nil |
| **Remarks** | Original invoice + copy of proof of delivery is required to process invoice for payment . Do not send original invoice to site. Original invoices must be sent to HO office or purchase site office. Proof of deli vary /DC can be sent by email. |

For *G V Reserch Centers Pvt Ltd*
Authorised Signatory

Name : 11/04/2022

Name : ____________________

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

Date : __/__/____

Requisition Form

| Company Name: | GVRC | Date: | 06.04.2022 |
|---|---|---|---|
| Site & Phase: | Innopolis. | Time: | 12:12 |
| Supplier | | Req. No. | 164805 |
| Material required before date: | | ID No. | 75339 |

| No | Description | Size | Quantity | Units | Inward No | Date |
|---|---|---|---|---|---|---|
| 1. | Carpet grass | - | 550 | sft | | |
| 2. | Akalita red 20/- | - | 75 | No's | | |
| 3. | Akalita green 20/- | - | 75 | No's | | |
| 4. | | | | | | |
| 5. | | | | | | |
| 6. | | | | | | |
| 7. | | | | | | |
| 8. | 87134 | | | | | |
| 9. | | | APPROVED | | | |
| 10. | | | | | | |
| 11. | | | 11 APR 2022 | | | |
| 12. | | | MINISH PARIKH MANAGER PROCUREMENT | | | |
| | Madhu | | | | | |

Remarks: Towards garden purpose

| Prepared By | Madhu | Approved by | Mr.Madhu |
|---|---|---|---|
| Sign. & Date | 06.04.2022 | Sign. & Date | 06.04.2022 |

Note:

AUFG2910P1ZT

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. G. V. Research Centers, pvt Ltd (GVRC)

D.C.No. 110 Date 15/04/2022

P.O.No. 86878/164786 Date

| S.No. | PARTICULARS | | QUANTITY |
|---|---|---|---|
| 1 | I. V. Vall Creepers | — | 100 no's |
| 2 | Carpet grass | — | 950.SFt |
| 3 | Transport - Extra | — | |

INWARD

| | |
|---|---|
| Inward No: 8946 | Dt: 16.4.22 |
| MRN No: 10224 | Dt: 18/4/22 |
| Received By: Roddin | Sign: Rudin |

Genome Valley Research Center Pvt. Ltd.

For GREEN BELT SERVICES

Receivers Signature

Authorised Signatory

SUMMIT SALES LLP

IN WARD

No: 79333

Date: 21/4

Sign: L.

R.R. DIST.