PURCHASE DIVISION
Advice for approval for credit to supplier

E

Date:	5/8/22	Prepared by	Manu	Serial no.	6934
Supplier name	Green Belt Services			HO inward no.	
Firm/Company	GVRC	Project	Innopolis	HO received date	
PO/WO date	5/7/22	PO/WO No.	89674	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	122	1/8/22	17,225/-	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	14,310/-
Proof of delivery by way of: ☑ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	
MRN nos.: 110033	Proof of delivery matches MRN ☑ Yes ☐ No
Amount B –Other Credits : Transportation charges	2,915/-
Amount C –Other Debits :	-
Amount D (D=A+B-C) – Amount to be credited to the supplier:	17,225/-
Amount E – PO / WO value:	14,310/-
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	8/8/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Manu				
Sign:	Manu				
Date	5/8/22				
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 (GVRC)

Sl.No. 122 Date 01/08/2022
D.C.No. 123 Date :
P.O.No. 89674 Date :

S.No.	PARTICULARS	Qty.	Rate	AMOUNT Rs.	Ps.
1	Supply of Korean Carpet grass	1350 SFT	-	17,225	00
			TOTAL	17,225	00

SUMMIT SALES LLP R.R. DIST.
IN WARD No: 97487
Date: 5/8/22
Sign:

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

Rupees inwards: Seventeen Thousand two Hundred twentyfive only.

For GREEN BELT SERVICES

Authorised Signatory

1	Carpet grass.	1350×10=	13500
2	Transport	——	2750
			16,250
3	Gst 6%	——	975
	Total.		17,225

Purchase Order

 05-07-2022 2:13:18 PM

89674
29.06.22 2:18:56

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

Supplier Details			
Green Belt Services	**Doc No**	89674	206066
4-1270, Marthand nagar, New HafeezPet, Near Konda pur Hyd-49	**Doc Date**	05-07-2022	
	Quote No	Nil	
GSTIN 36AAUFG2910P1ZT	**Quote Date**	05-07-2022	
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	1,350.00	10.00	0.00	6.00	14,310.00
			Total Order Value . . .			**14,310.00**

Rupees : Fourteen Thousand Three Hundred 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 Sy no-542, Genome Valley, Thurkapally, Hyderabad, Telangana 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 gardening 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

07/07/22

Name : ________

Name : ________

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

Date : __/__/____

Requisition Form						
Company Name:	GVRC					
Site & Phase :	Innopolis	Date:	30.06.2022			
Supplier:		Time:	15:30			
Material required before date:		Req. No.	206066			
		ID No.	77655			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	PLAN6535-Plants-Grass-Carpet grass---sqm 89674	1350	0	1350		
2			0			
3			0			
4						
5						
6						
7						
8						
9						
10						
Remarks:	Towards garden purpose.					
	Engineer	Project Manager	Purchase		MD	
Prepared By:	Sridevi					
Approved By:	T.Madhu					
Sign & Date:	30.06.2022					

APPROVED

07 JUL 2022

MINISH PARIKH
MANAGER PROCUREMENT

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 G. V. Reserch Centers pvt Ltd (GVRC)

D.C.No. 123 Date 28/07/2022

P.O.No 89674 Date : ....

S.No.	PARTICULARS	QUANTITY
1	Carpet grass	1,350 sft
2	Trans port Extra	

SUMMIT SALES LLP
R.R. DIST.
IN WARD
No: 81590
Date: 01/8/22
Sign:

INWARD

Inward No: 9637 Dt: 29/7/22

MRN No: 110033 Dt:

Received By: D. Rajkumar Sign: D Rajkumar

Genome Valley Research Center Pvt. Ltd.

Receivers Signature

For GREEN BELT SERVICES

Authorised Signatory