PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	9/8/22	Prepared by	Vanajakshi	Serial no.	
Supplier name	Green Belt services			HO inward no.	
Firm/Company	SOVLLP	Project	SOV-III	HO received date	
PO/WO date		PO/WO No.	90248	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	121	1/8/22	12,455/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	12,455/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	109993	Proof of delivery matches MRN	☑ Yes □ No

Amount B –Other Credits : Transportation charges 1,750+6%	1855/-
Amount C –Other Debits :	-
Amount D (D=A+B-C) – Amount to be credited to the supplier:	12,455/-
Amount E – PO / WO value:	10,600/-
Amount F – Difference (A – E):	1855/-
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	15/08/22
Remarks:	Final Bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Vanajakshi				
Sign:	[signature]				
Date	9/8/22				
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. Silver Oak villas LLP.

(SOV)

Sl.No. 121 Date 01/08/2022

D.C.No. 122 Date :

P.O.No. 90248 Date :

S.No.	PARTICULARS	Qty.	Rate	AMOUNT Rs.	Ps.
1	Supply of Korean Carpet grass -	1000 sft	-	12,455	00
			TOTAL	12,455	00

SUMMIT SALES LLP R.R. DIST. IN WARD No: 97486 Date: 5/8/22 Sign:

GREEN BELT SERVICES

Bank Name: HDFC Bank

A/c. No.50200055048996

IFSC Code: HDFC0002019

Rupees inwards: twelve thousand four Hundred fifty five only.

For GREEN BELT SERVICES

Authorised Signatory

1 - Carpet gras - 1000 x 10 = 10,000

2 Trans port - 1750

11,750

3 GST 6% - 705

total 12,455

Purchase Order

 21-07-2022 12:01:01

90248
14.07.22 12:47:28

From Company : **Silver Oak Villas LLP**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36ADBFS3288A2Z7

Supplier Details
Green Belt Services
4-1270, Marthand nagar, New HafeezPet, Near Konda pur Hyd-49

GSTIN 36AAUFG2910P1ZT
8897895924

Doc No	90248	184414
Doc Date	21-07-2022	
Quote No	Nil	
Quote Date	21-07-2022	
SupplyType	Supply	

Kind Attn : Mr.Ravi Shanker

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 402200 - PLAN-Plants - Grass-Korean Grass- - - - Sft	1,000.00	10.00	0.00	6.00	10,600.00
			Total Order Value . . .		**10,600.00**

Rupees : Ten Thousand Six Hundred 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	Silver Oak Villas Part III Sy .No.11,12,14,15,16,17,18 , 294 Phone. 0
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 Villa No 101, 104, 106, 107, 129, 130, 131, 132 front lawn & set back area 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 *Silver Oak Villas LLP*
Authorised Signatory
25/07/22
Name :

Name :

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

Date : __/__/____

[illegible]

Requisition Form					
Company Name:	Silver oak Villas-III	Date:	19-07-2022		
Site & Phase :	SOV-III	Time:	11:00		
Supplier:		Req. No.	184414		
Material required before date:		ID No.	78192		
S No	Item	Qty required	Qty available at site	Order Qty	Inward No
1	PLAN4022-Plants-Grass-Korean Grass---Sft (10+GHT) 90248	1000 Sft	0	1000 Sft	
2					
3					
4					
5					
6					
7					
8					
9					
10					
Remarks:	For Villa No 101,104,106,107,129,130,131,132. Front lawn & set back area purpose.				
	Engineer	Project Manager		Purchase	
Prepared By:	K.Purshotham				
Approved By:					
Sign & Date:					

APPROVED
[illegible] JUL 2022
P. PRABHAKAR
Sr. MANAGER PURCHASE

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. Silver Oak Villas. LLP.

D.C.No. 122 Date 27/07/2022
Rev: 184414
P.O.No. 90248 Date :

S.No.	PARTICULARS	QUANTITY
1	Korean grass	1,000.Sft
2	Transport Extra	

SUMMIT SALES LLP
IN WARD
No: 8/618
Date: 2/8/22
Sign:
R.R. DIST.

INWARD
Inward No: 2471 Dt: 27/7/22
MRN No: 109993 Dt: 28/7/22
Received By: Sign
(Silver Oak Villas-Part-III)

Receivers Signature

For GREEN BELT SERVICES

Authorised Signatory