PURCHASE DIVISION
Advice for approval for credit to supplier

(£)

nDate:	16/09/22	Prepared by	Ramya	Serial no.	8567
Supplier name	Green belt services			HO inward no.	
Firm/Company	SOV LLP	Project	SOV-iii	HO received date	
PO/WO date	25/08/22	PO/WO No.	91299	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	133	15/09/22	5,141/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	3,816

Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report ☑ Installation report

MRN nos.:	111681	Proof of delivery matches MRN	☑ Yes □ No

Amount B –Other Credits : Transportation charges +GST 6%.	1325/-
Amount C –Other Debits :	–
Amount D (D=A+B-C) – Amount to be credited to the supplier:	5,141/-
Amount E – PO / WO value:	3,816/-
Amount F – Difference (A – E):	1,325
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	26/09/22
Remarks:	final Bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Ramya G				
Sign:	[signature]				
Date	16/09/22				
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. 133 Date : 15/09/2022

D.C.No. 133 Date :

P.O.No 91299 Date :

S.No.	PARTICULARS	Qty.	Rate	AMOUNT Rs.	Ps.
1	Supply of Carpet grass.			5141	00
			TOTAL	5141	00

SUMMIT SALES LLP
IN WARD
No: 99002
Date: 15/9/2
Sign:
R.R. DIST.

GREEN BELT SERVICES

Bank Name: HDFC Bank

A/c. No.50200055048996

IFSC Code: HDFC0002019

Rupees inwards: Five Thousand one Hundred forty one only.

For GREEN BELT SERVICES

Authorised Signatory

Purchase Order

 25-08-2022 15:26:28 Ori

91299
17.08.22 12:59:51

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	91299	184548
Doc Date	25-08-2022	
Quote No	Nil	
Quote Date	25-08-2022	
SupplyType	Supply	

Kind Attn : Mr.Ravi Shanker

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	653500 - PLAN-Plants - Grass-Carpet grass- - - - sqm	300.00	12.00	0.00	6.00	3,816.00
				Total Order Value . . .		**3,816.00**

Rupees : Three Thousand Eight Hundred Sixteen 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 V.No 101, 104, 107, 112, 113 set back 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.

Ravi

For *Silver Oak Villas LLP*

Authorised Signatory

Venu 2x/8

Name : ______________________

Accepted the above Terms And Conditions

For ***Green Belt Services***

Name : ______________________

Date : __/__/____

quisition Form

Company Name:	Silver Oak VIllas LLP	Date:	24-08-2022			
Site & Phase :	SOV	Time:	11:00			
Flat Block no	for villa no 101,104,107,112,113 set back purpose					
Supplier:		Req. No.	184548			
Material required before date:		ID No.	79153			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	PLAN6535-Plants-Grass-Carpet grass---sqm	28	0	28		
2	9|299					
3						
4						
5						
6						
7						
8						
9						
10						
Remarks:	for villa no 101,104,107,112,113 set back purpose					
	Engineer	Project Manager		Purchase		MD
Prepared By:	B.MEENAKSHI GOUD					
Approved By:						
Sign & Date:	24-08-2022					

APPROVED
24 AUG 2022
P. VENKATESHWARLU
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.
(SOV)

D.C.No. 133 Date : 14/09/2022
P.O.No. 91299 Date :

S.No.	PARTICULARS	QUANTITY
1	Carpet grass. (korian) -	300 SFt
2	Trans post Extra -	

INWARD
Inward No: 2741 Dt: 14/9/24
MRN No: 11681 Dt: 14/9/22
Received By: Sign:
(Silver Oak Villas-Part-III)

SUMMIT SALES LLP
IN WARD No. 82713
Date: 13/9/24
Sign:
R.R. DIST.

For GREEN BELT SERVICES

Receivers Signature

Authorised Signatory