PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	01/11/22	Prepared by	Minish	Serial no.	10008
Supplier name	Green belt Services			HO inward no.	
Firm/Company	GVRC	Project	Innopolis	HO received date	
PO/WO date	13/10/22	PO/WO No.	92893	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	137	21/10/22	1,431/-	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			1060/-
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report			
MRN nos.:		Proof of delivery matches MRN	☐ Yes ☐ No
Amount B –Other Credits : Transportation charges	350+6%		371/-
Amount C –Other Debits :			-
Amount D (D=A+B-C) – Amount to be credited to the supplier:			1,431/-
Amount E – PO / WO value:			1,060/-
Amount F – Difference (A – E):			·371/-
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	7/11/22		
Remarks:	Final bill		

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:					
Sign:					
Date		01 NOV 2022			
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 Center's pvt LtD

(G.V.RC.)

Sl.No. 137 Date 21/10/2022

D.C.No. 137 Date :

P.O.No. 92893 Date :

S.No.	PARTICULARS	Qty.	Rate	AMOUNT Rs.	Ps.
1	supply of plants. –	50 nr.	–	1,431	00
			TOTAL	1,431	00

IN WARD No: 10684 Date: 26/10/22 Sign:

SUMMIT SALES LLP * R.R. DIST. *

GREEN BELT SERVICES

Bank Name: HDFC Bank

A/c. No.50200055048996

IFSC Code: HDFC0002019

Rupees inwards: one Thousand for Hundred Thirty one only –

For GREEN BELT SERVICES

Authorised Signatory

Purchase Order

 13-10-2022 4:57:44 PM

92893

11.10.22 11:08:40

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 4-1270, Marthand nagar, New HafeezPet, Near Konda pur Hyd-49	**Doc No**	92893	206333
	Doc Date	13-10-2022	
	Quote No	Nil	
GSTIN 36AAUFG2910P1ZT	**Quote Date**	10-10-2022	
8897895924	**SupplyType**	Supply	

Kind Attn : Mr.Ravi Shanker

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	658000 - PLAN-Plants - Outdoor Plant-Acalypha- - - - Nos	50.00	20.00	0.00	6.00	1,060.00
					Total Order Value . . .	**1,060.00**

Rupees : One Thousand Sixty 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 plants for out door 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

Name : 14/10/22

Accepted the above Terms And Conditions

For ***Green Belt Services***

Name : ____________

Date : __/__/____

Requisition Form							
Company Name:	GVRC						
Site & Phase :	Innopolis	Date:	10.10.2022				
Unit No./Block No.		Time:	10:10				
Supplier:							
Material required before date:		Req. No.	206333				
		ID No.	80441				
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date	
1	PLAN6580-Plants-Outdoor Plant-Acalypha---Nos —20/- 92893	50	0	50			
2							
3							
4							
5							
6							
7							
8							
9							
10							
Remarks:	Towards Out door gardening purpose.						
	Engineer	Project Manager		Purchase		MD	
Prepared By:	Md Salman						
Approved By:	Mr MAdhu						
Sign & Date:	10.10.2022						

APPROVED
14 OCT 2022
MINISH PARIKH
MANAGER PROCUREMENT

STIN :36AAUFG2910P1ZT

mposite 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

G.V Reserch Centers pvt Ltd

(GVRC)

D.C.No. 137 Date 03/10/2022

P.O.No 92893 Date :

No.	PARTICULARS	QUANTITY
1	Akalifa plants —	50.NO's
2	Trans port Extra —	

INWARD

Inward No: 1087 Dt: 8/10/22

MRN No: Dt:

Received By: Sign:

Genome Valley Research Center Pvt. Ltd.

SUMMIT SALES LLP

INWARD No: 83749 Date: 25/10/22

Sign:

R.R. DIST.

For GREEN BELT SERVICES

Receivers Signature

Authorised Signatory