PURCHASE DIVISION
Advice for approval for credit to supplier

E

Date:	8-2-23	Prepared by	S. Jaysudha	Serial no.	14362
Supplier name	Green Belt Services			HO inward no.	
Firm/Company	Sov LLP	Project	Sov Part-III	HO received date	
PO/WO date	3-2-23	PO/WO No.	96761	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	175	3-02-23	21,051/-	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	20,119/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	117098	Proof of delivery matches MRN	□ Yes □ No

Amount B – Other Credits : Transportation charges	1,890/-
Amount C –Other Debits :	–
Amount D (D=A+B-C) – Amount to be credited to the supplier:	21,051/-
Amount E – PO / WO value:	19,161/-
Amount F – Difference (A – E):	1,890/-
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	13-02-23
Remarks:	final bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		Veera			
Sign:		APPROVED			
Date		09 FEB 2023			
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.

(SOVLLP)

Sl.No. 175 Date : 08/02/2023

D.C.No. 176 Date :

P.O.No. 96761 Date :

S.No.	PARTICULARS	Qty.	Rate	AMOUNT Rs.	Ps.
1	Supply of Carpet grass.	-	-	21,051	41
			TOTAL	21,051	41

SUMMIT SALES LLP R.R. DIST. IN WARD No: 10566 Date: 8/2/23 Sign:

GREEN BELT SERVICES

Bank Name: HDFC Bank

A/c. No.50200055048996

IFSC Code: HDFC0002019

Rupees inwards: twenty one Thousand fifty one & forty one paise only.

For GREEN BELT SERVICES

Authorised Signatory

Purchase Order

03-02-2023 10:27:16

96761
28.01.23 12:54:54

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**	96761	212045
	Doc Date	03-02-2023	
	Quote No	Nil	
	Quote Date	03-02-2023	
	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	140.00	129.12	0.00	6.00	19,161.41
	Total Order Value . . .					**19,161.41**

Rupees : Ninteen Thousand One Hundred Sixty One and Paise Fourty One Only.

Terms and Conditions :-

Specification / Brand	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 Cost	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. 102 to 135 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

Veer

Name : ____________

Accepted the above Terms And Conditions

For ***Green Belt Services***

Name : ____________

Date : __/__/____

Requisition Form						
Company Name:	SOV LLP	Date:	02-02-2023			
Site & Phase :	SOV_III	Time:	5:00			
Unit No./Block No.	For Villa no.102 to 135 Purpose					
Supplier:		Req. No.	212045			
Material required before date:	V.V.Urgent	ID No.	83973			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	PLNT7179-Plants-Grass-Carpet grass---Sqm 653500	140sqm		140sqm		
2						
3						
4						
5						
6						
7	P.O. no. 96761					
8						
9						
10						
Remarks:	For Villa no.102 to 135 Purpose					
	Engineer	Project Manager		Purchase		MD
Prepared By.	K.Tulasi Rani			03 FEB 2023		
Approved By:	K.Purshotham					
Sign & Date	02-02-2023					

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.

(SOVLLP)

D.C.No. 176 Date : 07/02/2023

P.O.No 96761 Date : ....

S.No.	PARTICULARS		QUANTITY
1	Carpet grass	-	140.Sqmts.
2	Transport Extra	-	

INWARD

Inward No: 3454 Dt: 7/2/23

MRN No: 17098 Dt: 7/2/23

Received By: Sign:

(Silver Oak Villas-Part-III)

SUMMIT SALES LLP

R.R. DIST.

IN WARD

No: 3654

Date: 8/2/23

Sign:

For GREEN BELT SERVICES

Receivers Signature

Authorised Signatory