PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	14/02/23	Prepared by	Venkatesh	Serial no.	**14581**
Supplier name	Green Bell- Services			HO inward no.	
Firm/Company	Villa orchids LLP	Project	VOC	HO received date	
PO/WO date	09/02/23	PO/WO No.	97004	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	177	13/02/23	4734=00	□ Yes □ No
2.			—	□ Yes □ No
3.			—	□ Yes □ No
4.			—	□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	3421=00
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	117315	Proof of delivery matches MRN	□ Yes □ No

Amount B –Other Credits : Transportation charges	1313=00
Amount C –Other Debits :	—
Amount D (D=A+B-C) – Amount to be credited to the supplier:	4734=00
Amount E – PO / WO value:	3421=00
Amount F – Difference (A – E):	1313=00
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	20/02/23
Remarks:	Final bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		Veer			
Sign:					
Date		14 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. villa Orchids LLP.

(VOC)

Sl.No. 177 Date 13/02/2023

D.C.No. 178 Date :

P.O.No. 97004 Date :

S.No.	PARTICULARS	Qty.	Rate	AMOUNT Rs.	Ps.
1	Supply of Carpetgrass	-		-4,734	18
			TOTAL	4,734	18

SUMMIT SALES LLP R.R. DIST. IN WARD No. 10575 Date: 14/2 Sign:

GREEN BELT SERVICES

Bank Name: HDFC Bank

A/c. No.50200055048996

IFSC Code: HDFC0002019

Rupees inwards: For Thousand Seven Hundred Thirdy for pais Eighteen only

For GREEN BELT SERVICES

Authorised Signatory

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. Villa Orchids LLP.

(VOC)

D.C.No. 178 Date: 10/02/2023

P.O.No. 97004 Date: ....

S.No.	PARTICULARS	QUANTITY
1	Carpet grass - Sqmts. -	25 Sqmts.
2	Transport Extra. -	

INWARD

Inward No: 3783 Dt: 10 02 23

MRN No: 11735 Dt: 14/02/23

Received By:

Sign:

MEHTA & MODI REALTY ...

SUMMIT SALES LLP R.R. DIST.

IN WARD

No. 86683

Date 14/2

Sign

Receivers Signature

For GREEN BELT SERVICES

Authorised Signatory

Purchase Order

 09-02-2023 2:52:45 PM Ori

97004
08.02.23 3:15:05

From Company : **Villa Orchids LLP**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36AANFG4817C1ZH

Supplier Details			
Green Belt Services 4-1270, Marthand nagar, New HafeezPet, Near Konda pur Hyd-49	**Doc No**	97004	66591
	Doc Date	09-02-2023	
	Quote No	Nil	
GSTIN 36AAUFG2910P1ZT	**Quote Date**	08-02-2023	
8897895924	**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	25.00	129.12	0.00	6.00	3,421.68
					Total Order Value . . .	**3,421.68**

Rupees : Three Thousand Four Hundred Twenty One and Paise Sixty Eight 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	Villa Orchids kowkur, Alwal Phone. .
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.258 work 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 ***Villa Orchids LLP***

Authorised Signatory

Name : Veerla Idov

Accepted the above Terms And Conditions

For ***Green Belt Services***

Name : ____________

Date : __/__/____

Requisition Form						
Company Name:	VOC LLP	Date: 08-02-2023				
Site & Phase :	VOC LLP	Time: 17:33				
Unit No./Block No.	VILLA NO 258					
Supplier:	Y Radha Krishna	Req. No. 66591				
Material required before date:	09-02-2023	ID No. 84169				
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	PLNT7179-Plants-Grass-Carpet grass---Sqm	25		25		
2						
3	97004					
4						
5						
6						
7						
8						
9						
10						
Remarks:	For Villa no 258 purpose.					
	Engineer	Project Manager		Purchase		MD
Prepared By:	ASMA					
Approved By:	A SURESH					
Sign & Date:	08-02-2023					

APPROVED
09 FEB 2023