PURCHASE DIVISION
Advice for approval for credit to supplier

E

Date:	20-02-23	Prepared by	S. JaySudha	Serial no.	**14909**
Supplier name	Green Belt Services			HO inward no.	
Firm/Company	SOV LLP	Project	Sov Part-III	HO received date	
PO/WO date	14-02-23	PO/WO No.	97123	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	178	20-02-23	8,008/-	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	6,433/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 117535 — Proof of delivery matches MRN	□ Yes □ No
Amount B –Other Credits : Transportation charges	1,575/-
Amount C –Other Debits :	—
Amount D (D=A+B-C) – Amount to be credited to the supplier:	8,008/-
Amount E – PO / WO value:	6,433/-
Amount F – Difference (A – E):	1,575/-
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	27-02-23
Remarks:	final bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		Venr			
Sign:		APPROVED			
Date		20 FEB 2023			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

P. VENKATESHWAR
MANAGER PURCHASE

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 LLP)

Sl.No. 178 Date 20/02/2023
D.C.No. 179 Date :
P.O.No. 97/23 Date :

S.No.	PARTICULARS	Qty.	Rate	AMOUNT Rs.	Ps.
1	supply of Carpet grass.	-	-	8008	00
			TOTAL	8008	00

SUMMIT SALES LLP
IN WARD
No. 105/048
Date 20/2/23
Sign.
R.R. DIST.

GREEN BELT SERVICES
Bank Name: HDFC Bank
A/c. No.50200055048996
IFSC Code: HDFC0002019

Rupees inwards: Eight Thousand - Eight only -

For GREEN BELT SERVICES

Authorised Signatory

Purchase Order

 16-02-2023 10:18:20 Origin

97123
08.02.23 3:15:07

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	**Doc No**	97123	212076
4-1270, Marthand nagar, New HafeezPet, Near Konda pur Hyd-49	**Doc Date**	14-02-2023	
	Quote No	Nil	
GSTIN 36AAUFG2910P1ZT	**Quote Date**	14-02-2023	
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	47.00	129.12	0.00	6.00	6,432.76
					Total Order Value . . .	**6,432.76**

Rupees : Six Thousand Four Hundred Thirty Two and Paise Seventy Six 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. 103-109,121-124 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

Veera 16/02

Name : ____________

Accepted the above Terms And Conditions

For ***Green Belt Services***

Name : ____________

Date : __/__/____

Requisition Form						
Company Name:	Silver Oak Villas LLP	Date:	13-02-2023			
Site & Phase :	SOV-III	Time:	12:30 ;			
Unit No./Block No,	For Villa no.103-109,121-124 Purpose					
Supplier:		Req. No.	212076			
Material required before date:	Urgent	ID No.	84267			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	PLNT7179-Plants-Grass-Carpet grass---Sqm	47sqm		47sqm		
2						
3						
4						
5						
6	Po.no. 97123					
7						
8						
9						
10						
Remarks:	For Villa no.103-109,121-124 Purpose					
	Engineer	Project Manager		Purchase 14 FEB 2023	MD	
Prepared By:	K.Tulasi Rani					
Approved By:	K.Purshotham					
Sign & Date:	13-02-2023					

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.

(SOV LLP)

D.C.No. 179 Date 17/02/2023

P.O.No 97/23 Date :

S.No.	PARTICULARS	QUANTITY
1	Carpet grass. Sqmts (47) -	47.00 Sqmts.
2	Transport Extra	

INWARD

Inward No: 3502 Dt: 17/2/23

MRN No: 17535 Dt: 17/2/23

Received By: Sign:

(Silver Oak Villas-Part-III)

SUMMIT SALES LLP R.R. DIST.

IN WARD No. 6894 Date: 20/2/23 Sign.

For GREEN BELT SERVICES

Receivers Signature

Authorised Signatory