

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 01/04/21		Prepared by: NEHA	
PO/WO no. 75772		PO / WO Date. 20/3/21	
Supplier Name Green Belt Service		PO/WO amount 18,497.00/-	
Firm/Company Govt		Project Govt	
Sl. No.	Bill No.	Bill Date	Bill amount
1	10	29/3/21	18497.00/-
2			
3			
4			
Amount A - Bills total(Excluding Transport & Hamali Charges):			18497.00/-
Sl. No.	DC No.	DC Date	MRN No.
1.	09	26/3/21	90595
2.			
3.			
Amount B - Other Credits : Transportation charges			1475.1325/-
Amount C - Other Debits :			
Amount D (D=A+B-C) - Amount to be credited to the supplier:			18497.00/-
Amount E - PO / WO value:			18497.00/-
Amount F - Difference (A - E): GST-18%			
Quantity received as per PO / WO		☒ Yes ☐ Excess received ☐ Short received ☐ Other (explained below)	
Is difference between PO / Bill acceptable?		☐ Yes ☐ No (explained below)	
Excess / short material received		☐ Approved - within acceptable limits ☐ No (explained below)	
Close PO / WO?		☒ Yes ☐ No - wait for balance material ☐ No (explained below)	
Advance paid / PDC given (deduct when paying)		☐ Yes - Rs. /- ☐ No	
Payment - due date		06/04/21	
Remarks:			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
Sign:	Neha		
Date	14/4/21		

Notes: 1. In case amount to be credited to supplier and the bills total does not match prepare JV for debit or credit. 2. Attach additional sheets if quantity of bills or DCs is more than the space provided. Clearly mark the space provided with 'see attachment'. 3. Purchase Officer can approve Pos/Wos upto Rs. 10,000/-, Purchase Manager or Procurement Manager to approve all bills from 10,000/- to 1,00,000/-. 4. Attach JV, Office copy of PO/WO, DCs and bills to this advice. 5. In Amount A, exclude transport, Hamali charges, etc and instead include in Amount B. 6. To be approved by accounts manager if bill value exceeds Rs. 10,000/- 7. MD to approve all bills above 1,00,000/-

GSTIN :36AAUFG2910P1ZT

INVOICE

Cell : 8897895924

Composite Scheme



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
Cherlapally Hyd.

Sl.No. 10

Date: 29/03/2021

D.C.No. 09

Date: 26/3/2021P.O.No: 75772 Date:

S.No.	PARTICULARS	Qty.	Rate	AMOUNT	
				Rs.	Ps.
1	Supply of plants			19,822	00
				TOTAL	
				19,822	00

GREEN BELT SERVICES

Bank Name: HDFC Bank

A/c. No.50200055048996

IFSC Code: HDFC0002019

Rupees inwards: Nineteen Thousand
Eight Hundred Twenty Two only

For GREEN BELT SERVICES

Authorised Signatory

GSTIN :36AAUFG2910P1ZT

DELIVERY CHALLAN

Cell : 8897895924

Composite Scheme

GREEN BELT SERVICES

GARDENING, HOUSE KEEPING, PAINTING, CIVIL & LABOUR CONTRACTOR

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M/s. Silver Oak Villas LLP.
Cheruvu pally.

D.C.No.

09

Date

26/3/21
26/03/2021

P.O.No.

75772

Date

S.No.

PARTICULARS

QUANTITY

1	Lantana pink & white	120 no's
2	Alumonda	60 no's
3	nandi vardhanam Hybrid	60 no's
4	Bhagun villig	60 no's
5	pentas	50 no's
6	Deuranta	10 no's
7	Silver Oak Trees	
8	Trans part Extra	



INWARD WITH	
Inward No. 15684	26/3/21
MRN No: 90595	Di: 26/3/2021
Received By:	Sign
SILVER OAK VILLAS LLP	

Receivers Signature

For GREEN BELT SERVICES

Authorised Signatory

Purchase Order

Page(s) 1 Of 2

23-03-2021 12:24:29 PM

Orig



75772

16.03.21 12:29:47

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	75772	156410
Doc Date	20-03-2021	
Quote No	Nil	
Quote Date	20-03-2021	
SupplyType	Supply	

Kind Attn : Mr.Ravi Shanker

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 6031 - Miscellaneous - Plants - NA - nos Lantana Pink & white	120.00	15.00	0.00	6.00	1,908.00
2 6031 - Miscellaneous - Plants - NA - nos Alumanada	60.00	65.00	0.00	6.00	4,134.00
3 6031 - Miscellaneous - Plants - NA - nos Nandivardhana hybrid	60.00	75.00	0.00	6.00	4,770.00
4 6031 - Miscellaneous - Plants - NA - nos Boganvilla	60.00	55.00	0.00	6.00	3,498.00
5 6031 - Miscellaneous - Plants - NA - nos Pentas	60.00	45.00	0.00	6.00	2,862.00
6 6031 - Miscellaneous - Plants - NA - nos Duranta	50.00	10.00	0.00	6.00	530.00
7 6031 - Miscellaneous - Plants - NA - nos Silveroak villas	10.00	75.00	0.00	6.00	795.00
Total Order Value . . .					18,497.00

Rupees : Eighteen Thousand Four Hundred Ninty Seven 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 Phase - IX
Sy. No. 291, Cherlapally, Hyderabad, next to Govt. of india mint
Phone. Contact: Security 65908777, 9502288244 Sanjay

Penalty For Delay Nil**Transportation** Extra.**Warranty** Nil**Advance Paid** Rs.....

Other Terms We reserve the right to reject items not conforming to quality and specifications. Above order for V.no.97 plantation use purpose

Completion Date Nil**Measurment** Nil**Security** NilFor **Silver Oak Villas LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Green Belt Services**

Name :

Name : _____

Date : __/__/__

Estimate/Draft PO

From Company : **Silver Oak Villas LLP**
5-4-187/3 & 4, IIInd 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	75772	156410
Doc Date	20-03-2021	
Quote No	Nil	
Quote Date	20-03-2021	
SupplyType	Supply	

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4 6031 - Miscellaneous - Plants - NA - nos <i>Boganvilla</i>	60.00	55.00	0.00	6.00	3,498.00
5 6031 - Miscellaneous - Plants - NA - nos <i>Pentas</i>	60.00	45.00	0.00	6.00	2,862.00
6 6031 - Miscellaneous - Plants - NA - nos <i>Duranta</i>	50.00	10.00	0.00	6.00	530.00
7 6031 - Miscellaneous - Plants - NA - nos <i>Silveroak villas</i>	10.00	75.00	0.00	6.00	795.00
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Security Nil

For **Silver Oak Villas LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Green Belt Services**



Name : _____

Name : _____

Date : __/__/__

Requisition Form

Company Name:	Silver Oak Villas LLP	Date:	16-03-2021
Site & Phase :	Silver Oak Villas	Time:	12.00
Supplier		Req. No.	156410
Material required before date:	18-03-2021	ID No.	64711

No	Description	Size	Quantity	Units	Inward No	Date
1	Lantana - Pink & White		120	Nos		
2	Alumanda		60	Nos		
3	Nandivardhanam		60	Nos		
4	Bougainvillea		60	Nos		
5	Pentas		60	Nos		
6	Duranta		50	Nos		
7	Silver Oak Plants		10	Nos		
8						
9						
10						

Remarks: For Office building and Villa no: 97 plantation purpose

Prepared By	G. Mona	Approved by	
Sign. & Date	16-03-2021	Sign. & Date	

Note: On receipt of material at site write inward number and date in last 2 columns.

Name	Silver Oak Villas LLP	Date:	21.02.2020
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