

PURCHASE DIVISION
Advice for approval for credit to supplier

E

Date:		26-4-21		Prepared by:		PRABHAKAR	
PO/WO no.		76174		PO / WO Date.		6-4-21	
Supplier Name		GREEN BELT SERVEICES		PO/WO amount		4,240-00	
Firm/Company		Silver Oak Villas LLP		Project		Phase IX	
Sl. No.	Bill No.			Bill Date		Bill amount	
1	14			9-4-21		5,565-00	
Amount A – Bills total(Excluding Transport & Hamali Charges):						5,565-00	
Sl. No.	DC.No	DC, Date	MRN No.	DC matches MRN			
1.	14	7-4-21	91047	☐ Yes ☐ No			
2.				☐ Yes ☐ No			
3.				☐ Yes ☐ No			
Amount B –Other Credits : Transportation charges/Charges							
Amount C –Other Debits :							
Amount D (D=A+B-C) – Amount to be credited to the supplier:							
Amount E – PO / WO value:						5,565-00	
Amount F – Difference (A – E): GST-18%						4,240-00	
Quantity received as per PO /WO						1,325-00	
				☒ 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 / W?O				☐ Yes ☐ No – wait for balance material ☐ No (explained below)			
Advance paid / PDC given (deduct when paying)				☐ Yes – Rs. /- ☒ No			
Payment – due date				03-05-21			
Remarks: Transportation included, can be considered.							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
Date							

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. Lhp.

Sl.No. 14

Date 09/04/2021

Cherla pally - Hyd

D.C.No. 14

Date :

P.O.No.

Date :

S.No.	PARTICULARS	Qty.	Rate	AMOUNT	
				Rs.	Ps.
1	Carpet grass supply -			5565	00
GREEN BELT SERVICES Bank Name: HDFC Bank A/c. No. 50200055048996 IFSC Code: HDFC0002019				TOTAL	5565.00

Rupees inwards: Five Thousand Five Hundred sixty five 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

H.No. 4-1270, Marthanda Nagar, New Hafeezpet, Near Kondapur, Hyderabad - 49.

E-mail : greenbeltservices.2212@gmail.com

M/s. Silver Oak villas - LLPCheruvu pally - Hyd.

D.C.No.

14Date 07/04/2021

P.O.No.

76174

Date :

S.No.	PARTICULARS	QUANTITY
1	Carpet grass	400. SFT
2	Trans port Extra	

Mm No: 91047

INWARD WITH TIME:	
Inward No: 1138	Dr. 8/4/21
MRN No: 91047	Dr. 8/4/2021
Received By:	Sign
SILVER OAK VILLAS LLP	

For GREENBELT SERVICES

Receivers Signature

Authorised Signatory

Purchase Order

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08-04-2021 11:13:15 AM



76174

30.03.21 4:51:32

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	76174	156430
Doc Date	06-04-2021	
Quote No	Nil	
Quote Date	06-04-2021	
SupplyType	Supply	

Kind Attn : Mr.Ravi Shanker

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 6016 - Miscellaneous - Carpet Grass - NA - sft	400.00	10.00	0.00	6.00	4,240.00
Total Order Value . . .					4,240.00

Rupees : Four Thousand Two Hundred Fourty 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 totlot near sanjay
ready house purpose

Completion Date Nil

Measurment Nil

Security Nil

Remarks

For **Silver Oak Villas LLP**

Authorised Signatory

Accepted the above Terms And Conditions

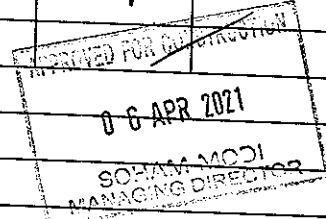
For **Green Belt Services**Name : 

Name : _____

Date : __/__/__

Requisition Form

Company Name:		Silver Oak Villas LLP		Date:		05-04-2021	
Site & Phase :		Silver Oak Villas		Time:		10.00	
Supplier				Req. No.		156430	
Material required before date:		07-04-2021		ID No.		65208	
No	Description	Size	Quantity	Units	Inward No	Date	
1	Carpet Grass		400	sft			
2							
3							
4							
5							
6							
7							
8							
10							
Remarks: - For Totlot-6 near Sanjeev Reddy house							
Prepared By		Aishwarya		Approved by			
Sign.& Date		05-04-2021		Sign. & Date			
Note: On receipt of material at site write inward number and date in last 2 columns.							



Estimate/Draft PO

Page(s) 1 Of 1

06-04-2021 11:55:10 AM

Original / Office Copy / Purchase Div.Copy

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

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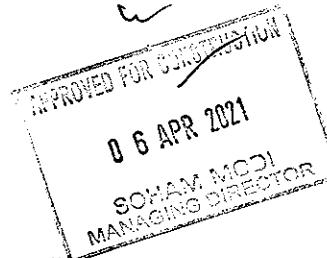
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Completion Date Nil

Measurment Nil

Security Nil

Remarks



For Silver Oak Villas LLP

Authorised Signatory

Accepted the above Terms And Conditions

For Green Belt Services

Name : _____

Name : _____

Date : __/__/__