PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	31/7/21	Prepared by:	Monika
PO/WO no.	78855	PO / WO Date.	21/7/21
Supplier Name	Green Belt Services	PO/WO amount	10,600/-
Firm/Company	VOC LLP	Project	VOC
Sl. No.	Bill No.	Bill Date	Bill amount
1	35	29/7/21	12,455/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			12,455/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	35	28/7/21	94472	~~□ Yes~~ □ No
2.				□ Yes □ No
3.				□ Yes □ No
Amount B –Other Credits : Transportation charges				1855/-
Amount C –Other Debits :				
Amount D (D=A+B-C) – Amount to be credited to the supplier:				12,455/-
Amount E – PO / WO value:				10,600/-
Amount F – Difference (A – E): GST-18%				1855/-

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 / W?O	☑ Yes □ No – wait for balance material □ No (explained below)
Advance paid / PDC given (deduct when paying)	□ Yes – Rs._____/- □ No
Payment – due date	7/8/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Monika		APPROVED 31 JUL 2021				
Date	31/7/21						

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

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.
Kondkur.

Sl.No. 35 Date 29/07/2021

D.C.No. 35 Date :

P.O.No. 78855 Date :

S.No.	PARTICULARS	Qty.	Rate	AMOUNT Rs.	Ps.
1	supply of Carpet grass.			12,455	00
			TOTAL	12,455	00

SUMMIT SALES LLP * R.R. DIST. * IN WARD No. 82824 29/2

GREEN BELT SERVICES

Bank Name: HDFC Bank

A/c. No.50200055048996

IFSC Code: HDFC0002019

Rupees inwards: twelve Thousand four Hundred fifty five only.

For GREEN BELT SERVICES

Authorised Signatory

Purchase Order

 22-07-2021 2:54:22 PM

78855
16.07.21 4:16:36

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	**Doc No**	78855	63705
4-1270, Marthand nagar, New HafeezPet, Near Konda pur Hyd-49	**Doc Date**	21-07-2021	
	Quote No	Nil	
GSTIN 36AAUFG2910P1ZT	**Quote Date**	21-07-2021	
8897895924	**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	1,000.00	10.00	0.00	6.00	10,600.00
					Total Order Value . . .	**10,600.00**

Rupees : Ten Thousand Six Hundred 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	Rs.....
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for V.no.282,114,115,110 lawn purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For *Villa Orchids LLP*

Authorised Signatory

Name :

Accepted the above Terms And Conditions

For *Green Belt Services*

Name :

Date : _/_/__

1496

Requisition Form

Company Name:	VOC LLP	Date:	21-07-21
Site & Phase:	VOC	Time:	11.15
Supplier:	Radha Krishna	Req. No.	63705
Material required before :	**25-07-21**	ID No.	67739

No	Description	Size	Quantity	Units	Inward No	Date
1	CARPET GROSS	2'.0"	1000	Sft		
	78855					

Remarks: For V.No 282 & 114 & 115 & 130 Lawn inside laying purpose.

Prepared By	Sneha .k	Approved by	A Suresh
Sign.& Date	21-07-21	Sign. & Date	21-07-21

For MDs APPROVAL

- ☐ High Value/quantity beyond limits.
- ☑ Po/Req. processed-post approval.
- ☐ Approval for technical details/clarification.
- ☐ Replenishing SSLLP stock
- ☐ Other

MANAGING DIRECTOR
SOHAM MODI
21 JUL 2021
APPROVED BY

Estimate/Draft PO

 21-07-2021 11:52:45 AM Original / Office Copy / Purchase Div.Copy

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	**Doc No**	78855	63705
4-1270, Marthand nagar, New HafeezPet, Near Konda pur Hyd-49	**Doc Date**	21-07-2021	
	Quote No	Nil	
GSTIN 36AAUFG2910P1ZT	**Quote Date**	21-07-2021	
8897895924	**SupplyType**	Supply	

Kind Attn : Mr.Ravi Shanker

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Measurment	Nil
Security	Nil
Remarks	

MANAGING DIRECTOR
SOHAM MODI
21 JUL 2021
APPROVED BY

For *Villa Orchids LLP*

Authorised Signatory

Name : ____________

Accepted the above Terms And Conditions

For *Green Belt Services*

Name : ____________

Date : __/__/____

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.

Kowkur

D.C.No. 35 Date 28/07/2021

P.O.No. 7885 Date :

S.No.	PARTICULARS	QUANTITY
1	Carpet grass	1000 sft
2	Transport Extra	—

INWARD

Inward No: 1040 Dt. 28/07/21

MRN No: 94472 Dt: 28/07/21

Received By Sign:

VILLA ORCHIDS LLP

11:52

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 73027
Date: 31/7
Sign:

For GREEN BELT SERVICES

Receivers Signature

Authorised Signatory