

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 28/7/21		Prepared by: T.D Murthy	
PO/WO no. 48338		PO / WO Date. 5/7/21	
Supplier Name Green belt services		PO/WO amount 18,020/-	
Firm/Company Silver oak villas LLP		Project SOV	
Sl. No.	Bill No.	Bill Date	Bill amount
1	33	12/7/21	21,041/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			21,041/-
Sl. No.	DC .No	DC. Date	MRN No. DC matches MRN
1.	32	9/7/21	93775 ☒ Yes ☐ No
2.			☐ Yes ☐ No
3.			☐ Yes ☐ No
Amount B –Other Credits : Transportation charges			3021
Amount C –Other Debits :			-
Amount D (D=A+B-C) – Amount to be credited to the supplier:			21,041/-
Amount E – PO / WO value:			18,020/-
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 / W?O		☐ Yes ☐ No – wait for balance material ☐ No (explained below)	
Advance paid / PDC given (deduct when paying)		☐ Yes – Rs. ___/- ☒ No	
Payment – due date		2/8/21	
Remarks: Transportation Charges included. (En/2a)			
Approved by	Purchase Officer	Purchase Manager	Procurement 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/-

Composite Scheme

Cell : 8897895924



GREEN BELT SERVICES

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.

SI.No. **33** Date: 12/07/2021

D.C.No. 32 Date:

P.O.No. 78338 Date:

[illegible]

For GREEN BELT SERVICES

Rupees inwards: Twenty one Thousand
forty one only —

Authorised Signatory

Purchase Order

Page(s) 1 Of 1

08-07-2021 11:55:41 AM



78338

06.07.21 4:40:58

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	78338	156498
Doc Date	05-07-2021	
Quote No	Nil	
Quote Date	05-07-2021	
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	1,700.00	10.00	0.00	6.00	18,020.00
Total Order Value . . .					18,020.00

Rupees : Eighteen Thousand Twenty 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 swimming pool area purpose

Completion Date Nil**Measurment** Nil**Security** Nil**Remarks**For **Silver Oak Villas LLP**

Authorised Signatory

Name : _____

(Signature)
13/07/2021

Accepted the above Terms And Conditions

For **Green Belt Services**

Name : _____

Date : ____/____/____

Requisition Form

Company Name:		Silver Oak Villas LLP		Date:		03-07-2021	
Site & Phase :		Silver Oak Villas		Time:		12.30	
Supplier				Req. No.		156498	
Material required before date:			Urgent		ID No.		
					67244		
No	Description	Size	Quantity	Units	Inward No	Date	
1	Carpet Grass		1700	sft.			
2							
3							
4							
5							
6							
7							
8							
9							
10							
Remarks: -For Swimming Pool Area Purpose							
Prepared By		B.Meenakshi		Approved by			
Sign.& Date		03-07-2021		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

05-07-2021 3:36:16 PM

Original / Office Copy / Purchase Div.Copy

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
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Advance Paid Rs.....

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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 : __/__/__

IN : 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. LLP.

Cherlagally - Hyd.

D.C.No. 32

Date 09/07/2021

P.O.No. 78338

Date :

S.No.	PARTICULARS	QUANTITY
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1	Carpet grass	-
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1700.SFT

2	Trans post Extry	
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INWARD WITH TIME:	
Inward No 1586	Date 09/07/21
MRN No: 93778	Di:
Received By:	Sign
SILVER OAK VILLAS LLP	



For GREEN BELT SERVICES

Receivers Signature

Authorised Signatory