

PURCHASE DIVISION
Advice for approval for credit to supplier

(6) m

Date:		14/9/21		Prepared by:		Snela	
PO/WO no.		79745		PO / WO Date.		17/8/21	
Supplier Name		Green Belt Service		PO/WO amount		87,291/-	
Firm/Company		Serene Constructions Lp		Project		Serene farms	
Sl. No.	Bill No.	Bill Date		Bill amount			
1	41	2/9/21		90,471/-			
2							
3							
4							
Amount A – Bills total(Excluding Transport & Hamali Charges):						90,471/-	
Sl. No.	DC.No	DC. Date	MRN No.	DC matches MRN			
1.	40	31/8/21	95823	☒ Yes ☐ No			
2.				☐ Yes ☐ No			
3.				☐ Yes ☐ No			
Amount B – Other Credits : Transportation charges						-	
Amount C – Other Debits :						-	
Amount D (D=A+B-C) – Amount to be credited to the supplier:						90,471/-	
Amount E – PO / WO value:						87,291/-	
Amount F – Difference (A – E): GST-18%						3180.1/-	
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			20/9/21				
Remarks:							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Snela						
Date	12/9/21	17/9/21					

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/-

Composite Scheme

Cell : 8897895924



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

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41

Date 02/09/2021

D.C.No. 40

Date :.....

P.O.No.79745

Date :

S.No.		PARTICULARS	Qty.	Rate	AMOUNT	
					Rs.	Ps.
1	Supply of plants				90,471.00	
						
GREEN BELT SERVICES Bank Name: HDFC Bank A/c. No.50200055048996 IFSC Code: HDFC0002019			TOTAL		90,471.00	

Rupees inwards: Ninety Thousand for
hundred seventy one only -

For GREEN BELT SERVICES

Authorised Signatory

Purchase Order

Page(s) 1 Of 2

18-08-2021 5:30:23 PM



79745

12.08.21 2:08:31

From Company : **Serene Constructions LLP**
5-4-187/374, II Floor, M.G. Road, Secunderabad-500 003.
GST No. : 36ACVFS7909P1ZV

Supplier Details

Green Belt Services
4-1270, Marthand nagar, New HafeezPet, Near Konda pur Hyd-49

GSTIN 36AAUFG2910P1ZT

8897895924

Doc No	79745	150576
Doc Date	17-08-2021	
Quote No	NIL	
Quote Date	14-08-2021	
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 Mango	330.00	125.00	0.00	6.00	43,725.00
2 6031 - Miscellaneous - Plants - NA - nos teak	1,000.00	25.00	0.00	6.00	26,500.00
3 6031 - Miscellaneous - Plants - NA - nos Seasal pena	50.00	65.00	0.00	6.00	3,445.00
4 6031 - Miscellaneous - Plants - NA - nos Bougan villa	70.00	55.00	0.00	6.00	4,081.00
5 6031 - Miscellaneous - Plants - NA - nos nirum	60.00	35.00	0.00	6.00	2,226.00
6 6031 - Miscellaneous - Plants - NA - nos tecomma	70.00	45.00	0.00	6.00	3,339.00
7 6031 - Miscellaneous - Plants - NA - nos bombay border	150.00	25.00	0.00	6.00	3,975.00
Total Order Value . . .					87,291.00

Rupees : Eighty Seven Thousand Two Hundred Ninty One 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 Serene Farms
Sy no-44, Yenkepally Village, Chevella Mandal, RR. Dist-501 503
Phone. ..

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 villa no.8 to 15 and 19, 21, 23 road sidee plant and main boundry fencing and villa no. 50 purpose

Completion Date Nil

Measurment Nil

Security Nil

For **Serene Constructions LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Green Belt Services**

Name : _____

Name : _____

Date : ____/____/____

Purchase Order

Page(s) 2 Of 2

18-08-2021 5:30:23 PM

Original / Office Copy / Purchase Div.Copy

Remarks

For **Serene Constructions LLP**

Authorised Signatory

Name : _____

[Signature]
24/8/21

Accepted the above Terms And Conditions

For **Green Belt Services**

Name : _____

Date : __/__/__

Estimate/Draft PO

Page(s) 1 Of 2

17-08-2021 2:36:46 PM

Original / Office Copy / Purchase Div. Copy

From Company : **Serene Constructions LLP**
 5-4-187/374, II Floor, M.G. Road, Secunderabad-500 003.
 GST No. : 36ACVFS7909P1ZV

Supplier Details

Green Belt Services
 4-1270, Marthand nagar, New HafeezPet, Near Konda pur Hyd-49

GSTIN 36AAUFG2910P1ZT

8897895924

Doc No	79745	150576
Doc Date	17-08-2021	
Quote No	NIL	
Quote Date	14-08-2021	
SupplyType	Supply	

Kind Attn : Mr. Ravi Shanker

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Total Order Value . . .					87,291.00
Rupees : Eighty Seven Thousand Two Hundred Ninty One 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 Serene Farms

Sy no-44, Yenkepally Village, Chevella Mandal, RR. Dist-501 503

Phone. . .

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 villa no.8 to 15 and 19, 21, 23 road sidee plant and main boundry fencing and villa no. 50 purpose

Completion Date Nil

Measurment Nil

Security Nil

For Serene Constructions LLP

Authorised Signator

Name : _____

Name : _____

Date : ____/____/____

For MDs APPROVAL

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

APPROVED BY

21 AUG 2021

**SOHAM MODI
MANAGING DIRECTOR**

Accepted the above Terms And Conditions

For Green Belt Services

Estimate/Draft PO

Page(s) 2 Of 2

17-08-2021 2:36:46 PM

Original / Office Copy / Purchase Div. Copy

Remarks

For **Serene Constructions LLP**
Authorised Signatory

Name : _____

20/08/2021

Accepted the above Terms And Conditions
For **Green Belt Services**

Name : _____

Date : __/__/__

Requisition Form

1118

Company Name:		Serene construction llp		Date:		14-08-21	
Site & Phase:		Serene farm		Time:		13:59	
Supplier				Req. No.		150576	
Material required before date:					ID No.		68458
No	Description	Size	Quantity	Units	Inward No	Date	
1	Mango	STD	330	NOS ✓			
2	TEAK	STD	1000	NOS ✓			
3	SEASAL PENA	STD	50	NOS ✓			
4	BOUGAN VILLA	STD	70	NOS ✓			
5	NIRUM	STD	60	NOS ✓			
6	TECOMMA	STD	70	NOS ✓			
7	BOMBAY BORDER	STD	150	NOS ✓			
Remarks: The materials are required for villa no 8 to 15 and 19,21,23, road side plant , and main boundary fencing and villa no 50 fencing,							
Prepared By		Sarwar		Approved by			
Sign. & Date		14-08-21		Sign. & Date			

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

✓
APPROVED
 15 JUN 2021
 P. PRABHAKAR
 Sr. MANAGER PURCHASE

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. Serene Constructions LLPYenkaipally Hyd.D.C.No. 40Date: 31.08/2021P.O.No. 79745

Date:

S.No.	PARTICULARS	QUANTITY
1	Mango Trees	330 no's
2	Teak	1,000 "
3	Seashal pinto	50 "
4	Bougain villia	70 "
5	nirum	60 "
6	tecoma-yellow	70 "
7	Bombay Border	150 "
8	Trany port - Extra	

INWARD	
Inward No: <u>176</u>	Dr: <u>31</u> / <u>8</u> / <u>21</u>
MRN No: <u>95823</u>	Di: <u>02</u> / <u>09</u> / <u>21</u>
Received By: <u>M. K.</u>	Sign: <u>M. K.</u>
Serene Construction (Hyd) LLP	



For GREEN BELT SERVICES

Receivers Signature

Authorized Signatory