2

PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	15/9/21	Prepared by:	Prabhakar. P
PO/WO no.	80199	PO / WO Date.	1/9/21
Supplier Name	Green Belt Services	PO/WO amount	40,810-00
Firm/Company	GVRC	Project	Inopolis
Sl. No.	Bill No.	Bill Date	Bill amount
1	47	15/9/21	31,641-00
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			31,641-00

Sl. No.		DC. Date	MRN No.	DC matches MRN
1.	47	8/9/21	96062	☑ 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:	31,641-00
Amount E – PO / WO value:	40,810-00
Amount F – Difference (A – E): GST-18%	9169-00

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 acce~~ptable 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:	Part Delivery

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]						
Date		15/9/21					

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/-

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. G.V. Reserch Center pvt Ltd

(G.V.R.C.)

Sl.No. 47 Date : 15/09/2021

D.C.No 47, Date :

P.O.No. 80199 Date :

S.No.	PARTICULARS	Qty.	Rate	AMOUNT Rs.	Ps.
1	supply of plants - Ivy Creepers			31,641	00
			TOTAL	31,641	00

SUMMIT SALES LLP R.R. DIST. IN WARD No: 84435 Date: 15/9 Sign:

GREEN BELT SERVICES

Bank Name: HDFC Bank

A/c. No.50200055048996

IFSC Code: HDFC0002019

Rupees inwards: Thirty one Thousand Six Hundred forty one only,

For GREEN BELT SERVICES

Authorised Signatory

Purchase Order

80199
27.08.21 3:50:46

-2021 12:59:24 C

G V Reserch Centers Pvt Ltd
5-4-187/3&4, II nd Floor, Soham Mansion, MG Road, Secunderabad-500003
G S T No. : 36AAHCG4562D1ZP

plier Details			
Green Belt Services 4-1270, Marthand nagar, New HafeezPet, Near Konda pur Hyd-49 **GSTIN** 36AAUFG2910P1ZT 8897895924	**Doc No**	80199	163780
	Doc Date	01-09-2021	
	Quote No	Nil	
	Quote Date	01-09-2021	
	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 *Avy Creepers plants*	1,100.00	35.00	0.00	6.00	40,810.00
					Total Order Value . . .	**40,810.00**

Rupees : Fourty Thousand Eight Hundred Ten Only.

Terms and Conditions :-

Specification / Brand	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	Innopolis Sy no-542, Genome Valley, Thurkapally, Hyderabad, Telangana Phone. Mr. Sanjay - 9502288244
Penality For Delay	Nil
Transportation Cost	Extra.
Warranty	Nil
Advance Paid	Rs.....
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for site purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

Part Delivery

Invoice no: 47
Dated: 15/9/21
Amount: 31,641-00

For *G V Reserch Centers Pvt Ltd*

Authorised Signatory

Name : ____________

Contact

Accepted the above Terms And Conditions

For *Green Belt Services*

Name : ____________

Date : __/__/____

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Requisition Form

Company Name:	GVRC	Date:	31.08.2021
Site & Phase :	Innopolis	Time:	02:00PM
Supplier		Req. No.	163780
Material required before date:	02.09.2021	ID No.	68916

No	Description	Size	Quantity	Units	Inward No	Date
1	I.Vy Creepers Plants 35/-		1100	No's		
2						
3	80199					
4						
5						
6						
7						
8						
9						
10						

Remarks: Towards site purpose.

Prepared By	Sridevi	Approved by	Venkatesh
Sign.& Date	31.08.2021	Sign. & Date	31.08.2021

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

APPROVED
31 AUG 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE

APPROVED BY
31 AUG 2021
G. Venkatesh
Project Manager

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. G.V. Reserch Center pvt Ltd (GVRC)

D.C.No. 47 Date: 8/9/2021

P.O.No. 80199 Date ....

S.No.	PARTICULARS	QUANTITY
1	Avy. Creepers. plants -	800 No's
2	Transport Extra -	

INWARD
Inward No. 4653 Dt. 9/9/21
MRN No. 98062 Dt. 9/9/21
Received By: Sign
G.V. RESEARCH CENTERS PVT. LTD.

For GREEN BELT SERVICES

Receivers Signature

Authorised Signatory

AD28PA0718

SUMMIT SALES LLP R.R. DIST.
INWARD No: 73787
Date: 12/9
Sign: