(M)

PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	17/9/21	Prepared by:	Sneha
PO/WO no.	80012	PO / WO Date.	26/8/21
Supplier Name	Green Belt Service	PO/WO amount	10,378/-
Firm/Company	Serene Constructions llp	Project	Serene farms
Sl. No.	Bill No.	Bill Date	Bill amount
1	42	2/9/21	12,285/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			12,285/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	41	31/8/21	95824	☑ 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:				12,285/-
Amount E – PO / WO value:				10,378/-
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	20/9/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sneha	[signature]					
Date	17/9/21	17/9					

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. Serene Constructions LLP.
yenkapally - Hyd.

Sl.No. 42 Date : 02/09/2021

D.C.No. 41 Date :

P.O.No. 80012 Date :

S.No.	PARTICULARS	Qty.	Rate	AMOUNT Rs.	Ps.
1	Supply of plants —			12,285	00
			TOTAL	12,285	00

SUMMIT SALES LLP R.R. DIST. INWARD No: 84160 Date: 6/9 Sign:

GREEN BELT SERVICES

Bank Name: HDFC Bank

A/c. No.50200055048996

IFSC Code: HDFC0002019

Rupees inwards: twelev Thousand two Heundred Eighty five only. —

For GREEN BELT SERVICES

Authorised Signatory

Purchase Order

 26-08-2021 12:20:19 O

80012
27.08.21 3:29:57

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

Supplier Details			
Green Belt Services	**Doc No**	80012	150573
4-1270, Marthand nagar, New HafeezPet, Near Konda pur Hyd-49	**Doc Date**	26-08-2021	
	Quote No	NIL	
GSTIN 36AAUFG2910P1ZT	**Quote Date**	17-08-2021	
8897895924	**SupplyType**	Supply	

Kind Attn : Mr.Ravi Shanker

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	6031 - Miscellaneous - Plants - NA - nos *Ceasal pinia plants- 2' to 4'*	50.00	65.00	0.00	6.00	3,445.00
2	6031 - Miscellaneous - Plants - NA - nos *Nerium-2' to 4'*	35.00	35.00	0.00	6.00	1,298.50
3	6031 - Miscellaneous - Plants - NA - nos *Tecoma yellow- 2' to 3'*	35.00	45.00	0.00	6.00	1,669.50
4	6031 - Miscellaneous - Plants - NA - nos *Bouganvillea*	68.00	55.00	0.00	6.00	3,964.40
					Total Order Value . . .	**10,377.40**

Rupees : Ten Thousand Three Hundred Seventy Seven and Paise 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	Serene Farms Sy no-44, Yenkepally Village, Chevella Mandal,RR.Dist-501 503 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 Villa No 8 to 15 & 19 21 23 road side plant purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***Serene Constructions LLP***

Authorised Signatory

Name : ____________

Contact - -

Accepted the above Terms And Conditions

For ***Green Belt Services***

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	Serene construction llp	Date:	11-08-21
Site & Phase:	Serene farm	Time:	13:59
Supplier		Req. No.	150573
Material required before date:		ID No.	68365

No	Description	Size	Quantity	Units	Inward No	Date
1	SEASAL PINIA 65/-	STD	50			
2	BOUGANVILLEA 55 80012	STD	68			
3	TECOMA 45	STD	35			
4	NIRIUM 35	STD	35			

Remarks: The materials are required for villa no 8 to 15 and 19,21,23, road side plant ,

Prepared By	Sarwar	Approved by	
Sign. & Date	11-08-21	Sign. & Date	

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

APPROVED
11 AUG 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 LLP
yenkapally - Hyd.

D.C.No. 41 Date : 31/08/2021

P.O.No 80012 Date : ....

S.No.	PARTICULARS	QUANTITY
1	Ceasalpnia plants.	50 No's
2	Nerium (Nirum)	35 "
3	Tecoma (yellow)	35 "
4	Bougan villia	68 "
5	Transport Extra	

INWARD

Inward No: 177	Dt: 31/8/21
MRN No: 95824	Dt: 02/09/21
Received By: M. Kiy	Sign: M. Kiy

Serene Construction (Hyd) LLP

SUMMIT SALES LLP R.R. DIST.
INWARD No: 72664
Date: 4/9
Sign:

For GREEN BELT SERVICES

Receivers Signature

Authorised Signatory