PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	29/9/21	Prepared by:	Sneha
PO/WO no.	80159	PO / WO Date.	30/8/21
Supplier Name	Green Belt Services	PO/WO amount	4,097/-
Firm/Company	Silver oak welfare Association	Project	SOV I & II
Sl. No.	Bill No.	Bill Date	Bill amount
1	46	3/9/21	5,422/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			5,422/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	45	31/8/21	95726	☑ 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:	5,422/-
Amount E – PO / WO value:	4,097/-
Amount F – Difference (A – E): GST-18%	1,325

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	4/10/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sneha		APPROVED 29 SEP 2021 MINISH PARIKH MANAGER-PROCUREMENT				
Date	29/9/21						

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. Silver Oak Welfar Associations
Cherlapally - Hyd.

Sl.No. 46 | Date : 03/09/2021

D.C.No. 45 | Date :

P.O.No. 80159 | Date :

S.No.	PARTICULARS	Qty.	Rate	AMOUNT Rs.	Ps.
1	Supply of plants —			5,422	00
		TOTAL		5,422	00

SUMMIT SALES LLP * R.R. DIST. *
IN WARD No: 84163
Date: 6/2
Sign: L

GREEN BELT SERVICES

Bank Name: HDFC Bank

A/c. No.50200055048996

IFSC Code: HDFC0002019

Rupees inwards: Five Thousand Four Hundred twenty two only.

For GREEN BELT SERVICES

Authorised Signatory

 31-08-2021 12:51:03

Purchase Order

Ori

80159
27.08.21 3:31:35

From Company : **Silver Oak Welfare Association**

.

G S T No. : .

Supplier Details			
Green Belt Services 4-1270, Marthand nagar, New HafeezPet, Near Konda pur Hyd-49	**Doc No**	80159	191004
	Doc Date	30-08-2021	
	Quote No	Nil	
GSTIN 36AAUFG2910P1ZT	**Quote Date**	30-08-2021	
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 *Silver oak Plants*	25.00	75.00	0.00	6.00	1,987.50
2	6031 - Miscellaneous - Plants - NA - nos *Niriem Plants*	50.00	35.00	0.00	6.00	1,855.00
3	6031 - Miscellaneous - Plants - NA - nos *Lantana*	20.00	12.00	0.00	6.00	254.40
					Total Order Value . . .	**4,096.90**

Rupees : Four Thousand Ninty Six and Paise Ninty 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 I & II . 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 Foot path road plantation purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***Silver Oak Welfare Association***

Authorised Signatory

Name : ______

Contact . .

Accepted the above Terms And Conditions

For ***Green Belt Services***

Name : ______

Date : __/__/____

1179

Requisition Form

Company Name:	Silver Oak Villas welfare Association	Date:	30-08-2021
Site & Phase :	Silver Oak Villas	Time:	12.30
Supplier		Req. No.	191004
Material required before date:	urgent	ID No.	68869

No	Description		Size	Quantity	Units	67818	Date
1	Silver oak plants	75/-		25	No's		
2	Niriem plants	35/-		50	No's		
3	Lantana	12/		20	No's		
4							
5							
6	80159						
7							
8							
9							
10							

Remarks: - For footpath road plantation.

Prepared By	Ch. Pranavi	Approved by	
Sign.& Date	30-08-2021	Sign. & Date	

APPROVED
30 AUG 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE

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

GSTIN :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 Welfare Associations
Cherlapally -

D.C.No. 45 Date : 31/08/2021

P.O.No. 80159 Date : ....

S.No.	PARTICULARS	QUANTITY
1	Silver Oak Trees	25 no's
2	Nerium	50 no.
3	Lantana	20 no.
4	Transport Extra	

INWARD WITH TIME
Inward No: 15977 Dt: 31/8/21
MRN No: 015726 Dt: 31/8/21
Received By:
SILVER OAK VILLAS LLP

Receivers Signature

For GREEN BELT SERVICES

Authorised Signatory

SUMMIT SALES LLP R.R. DIST.
INWARD
No: 23562
Date: 1/9
Sign: