PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	22/01/22	Prepared by	Kavitha	Serial no.	...1753
Supplier name	Green belt · services			HO inward no.	
Firm/Company	Silver oak villas	Project	SOV	HO received date	
PO/WO date	12/01/22	PO/WO No.	84494	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	81	21/01/22	4,505/-	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	4,505/-

Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report

MRN nos.:	102373	Proof of delivery matches MRN	☑ Yes ☐ No

Amount B – Other Credits : Transportation charges	1325/-
Amount C – Other Debits :	-
Amount D (D=A+B-C) – Amount to be credited to the supplier:	4,505/-
Amount E – PO / WO value:	3,180/-
Amount F – Difference (A – E):	1325/-
Quantity received as per PO /WO	☑ Yes ☐ Excess received ☐ Short received ☐ Part received
Close PO / WO	☑ Yes ☐ No – wait for balance material ☐ Other
Payment – due date	24/01/22
Remarks:	– Transportation charges Extra –

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Kavitha				
Sign:	22/01/22.				
Date					
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

Notes: 1. In case amount to be credited to supplier and the bills total does not match, accountants to prepare JV for debit or credit. 2. This set should only have 5 documents i.e., advice to credit to supplier, original bill, proof of delivery, original purchase order with barcode, original requisition. 3. Do not attach additional documents like weighment slips, RMC batch reports, duplicate documents, Eway bills, test reports, etc. 4. In Amount A, exclude transport, Hamali charges, etc., and instead include in Amount B. 5. This report must reach HO within one working day of approval by purchase officer/purchase manager.

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 villas LLP

Cherlapally - Hyd.

(Sav.)

Sl.No. 81 Date 21/01/2022

D.C.No. 83 Date :

P.O.No. 84494 Date :

S.No.	PARTICULARS	Qty.	Rate	AMOUNT Rs.	Ps.
1	Supply of Carpet grass -	300 sft		4505	00
			TOTAL	4,505	00

SUMMIT SALES LLP
INWARD
No: 89964
Date: 22/01
Sign:
R.R. DIST.

GREEN BELT SERVICES

Bank Name: HDFC Bank

A/c. No.50200055048996

IFSC Code: HDFC0002019

Rupees inwards: four Thousand five Hundred five only

For GREEN BELT SERVICES

Authorised Signatory

Purchase Order

 12-01-2022 15:55:58

84494
08.01.22 11:42:54

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	**Doc No**	84494	156617
4-1270, Marthand nagar, New HafeezPet, Near Konda pur Hyd-49	**Doc Date**	12-01-2022	
	Quote No	Nil	
GSTIN 36AAUFG2910P1ZT	**Quote Date**	15-12-2021	
8897895924	**SupplyType**	Supply	

Kind Attn : Mr.Ravi Shanker

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	6016 - Miscellaneous - Carpet Grass - NA - sft	300.00	10.00	0.00	6.00	3,180.00
					Total Order Value . . .	**3,180.00**

Rupees : Three Thousand One Hundred Eighty 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
Penality For Delay	Nil
Transportation	Extra.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for V.No 70, 71, 76, 82, 95, 90 Lawn purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	Original invoice + copy of proof of delivery is required to process invoice for payment . Do not send original invoice to site. Original invoices must be sent to HO office or purchase site office. Proof of delivery /DC can be sent by email.

For ***Silver Oak Villas LLP***

Authorised Signatory

Name : ____________

Name : ____________

Accepted the above Terms And Conditions

For ***Green Belt Services***

Date : __/__/____

Requisition Form

Company Name:	Silver Oak Villas	Date:	12-01-2022
Site & Phase :	Silver Oak Villas	Time:	12:00
Supplier		Req. No.	156617
Material required before date:	10-07-2021	ID No.	72883

No	Description	Size	Quantity	Units	Inward No	Date
1	Carpet grass 84494	2'x1'	300	sft		
2						
3						
4						
5						
6						
7						
8						
9						
10						

Remarks: For villa no. 70, 71, 76, 82, 95, 90 lawn purpose

Prepared By	Ch.Pranavi	Approved by	APPROVED
Sign.& Date	12-01-22	Sign. & Date	14 JAN 2022 P. PRABHAKAR Sr. MANAGER PURCHASE

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

36AAUFG2910P1ZT **DELIVERY CHALLAN** Cell : 8897895924

...te 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.
Cherlapally - Hyd.

D.C.No. 83 Date 12/01/2022

P.O.No 84494 Date :

Rqm. 156617

S.No.	PARTICULARS		QUANTITY
1	Carpet grass	—	300. sft
2	Transport Extra.	—	

INWARD WITH TIME:
Inward No: 16126 Dt: 18/1/22
MRN No: 102373 Dt: 18/1/22
Received By: Sign:
SILVER OAK VILLAS PART-III

SUMMIT SALES LLP
IN WARD
No: 77143
Date: 22/01
Sign:
R.R. DIST.

For GREEN BELT SERVICES

Receivers Signature

Authorised Signatory

(villas no. - 70. 71 76. 82. porpus.)