

PURCHASE DIVISION
Advice for approval for credit to supplier

(F)

Date: 08/02/2022		Prepared by: Ramya		Serial no. - 2568	
Supplier name: Green Belt Services				HO inward no.	
Firm/Company: Vista Homes		Project: Vista Homes		HO received date	
PO/WO date: 22-01-22		PO/WO No. 84778		Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	89	04/02/22	19,080	☒ Yes ☐ No	
2.				☐ Yes ☐ No	
3.				☐ Yes ☐ No	
4.				☐ Yes ☐ No	
Amount A – Bills total (Excluding Transport & Hamali Charges):				19,080	
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report					
MRN nos.:	103144		Proof of delivery matches MRN	☒ Yes ☐ No	
Amount B – Other Credits : Transportation charges					
Amount C – Other Debits :				2500	
Amount D (D=A+B-C) – Amount to be credited to the supplier:				19,080	
Amount E – PO / WO value:				16,430.00	
Amount F – Difference (A – E):					
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		14/02/2022			
Remarks: Final Bill					
Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:	Ramya				
Sign:					
Date	08/02/2022				
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.

Composite Scheme

Cell : 8897895924



GREEN BELT SERVICES

H.No. 4-1270, Marthanda Nagar, New Hafeezpet, Near Kondapur, Hyderabad - 49.

E-mail : greenbeltservices.2212@gmail.com

M/s. Vista Homes
Kushalguda - Hyd

SI.No. **86** Date: 04/02/2022

D.C.No. 89 Date:

P.O.No. 84778 Date:

[illegible]

Purchase Order

Page(s) 1 Of 1

22-Jan-22 5:46:51 PM



84778

08.01.22 11:53:29

From Company : **Vista Homes**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36AAGFV2068P1ZJ

Supplier Details

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

GSTIN 36AAUFG2910P1ZT

8897895924

Doc No	84778	180919
Doc Date	22-01-2022	
Quote No	NIL	
Quote Date	20-01-2022	
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	10.00	1,550.00	0.00	6.00	16,430.00
Total Order Value . . .					16,430.00

Rupees : Sixteen Thousand Four Hundred Thirty 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 Vista Homes
Sy. No. 193, Kapra, Hyd. From ECIL take left in lane opposite MRR school
Phone. Contact: Mr. Khader - 7893844733

Penalty For Delay Nil**Transportation Cost** Extra.**Warranty** Nil**Advance Paid** Nil**Other Terms** We reserve the right to reject items not conforming to quality and specifications. Above order for E block back side plantation 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 deli vary /DC can be sent by email.

For **Vista Homes**

Authorised Signatory

Name : 

Accepted the above Terms And Conditions

For **Green Belt Services**

Name : _____

Date : __/__/__

Requisition Form

Company Name:		Vista Homes		Date:		20.01.2022	
Site & Phase :		Vista Homes		Time:		14:30	
Supplier:				Req. No.		180919	
Material required before date:		25.01.22		ID No.		73125	

No	Description	Size	Quantity	Units	Inward No	Date
1	Gulmohar Tree's 1550 + 15%	15'	10	No's		
2	Steel Tree Guard's		10	No's		
3	Get Small Packets		20	No's		
4						
5						
6						
7						
8						
9						
10						

Remarks: For E block back side Plantation purpose

Prepared By	V.Sanketh	Approved by	
Sign. & Date	20.01.22	Sign. & Date	

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

Requisition Form

Company Name:		Vista Homes		Date:			
Site & Phase :		Vista Homes		Time:			
Supplier		-		Req. No.			
Material required before date:		08.09.2021		ID No.			

No	Description	Size	Quantity	Units	Inward No	Date
1						
2						
3						
4						
5						
6						
7						
8						
9						

Remarks: For Sale's and Site office purpose

Prepared By		Approved by	
Sign. & Date		Sign. & Date	

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

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. Vista Homes
Kushwaguda, Hyd.

D.C.No. **89** Date: 02/02/2022
 P.O.No. 84778 Date:

S.No.	PARTICULARS	QUANTITY
1	Gulmohar Trees. 15 Feet	10. no's
2	Trans post Extra	

INWARD	
Inward No: 26138	Dt: 02/02/22
MRN No: 103144	Dt: 2/2/22
Received By:	Sign: L
Vista Homes	

SUMMIT SALES LLP

IN WARD

No: 92654

Date: 8/2

Sign: L

R.R. DIST.

For GREEN BELT SERVICES

Receivers Signature

Authorised Signatory