PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	10/2/22	Prepared by	Monika	Serial no.	2679
Supplier name	Green Belt Services			HO inward no.	
Firm/Company	VOC LLP	Project	VOC	HO received date	
PO/WO date	22/1/22	PO/WO No.	84776	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	92	4/2/22	10,600/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	10,600/-

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

MRN nos.:	103256	Proof of delivery matches MRN	☑ Yes □ No

Amount B –Other Credits : Transportation charges	1961/-
Amount C –Other Debits :	
Amount D (D=A+B-C) – Amount to be credited to the supplier:	12,561/-
Amount E – PO / WO value:	10,600/-
Amount F – Difference (A – E):	1961/-
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	21/2/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Monika				
Sign:	Monika	11 FEB 2022			
Date	10/2/22	MINISH PARIKH MANAGER PROCUREMENT			
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. Villa Orchids LLP.
(Kokapet)
(V.O.C.)

Sl.No. 90 Date 07/02/2022

D.C.No. 92 Date :

P.O.No. 84776 Date :

S.No.	PARTICULARS	Qty.	Rate	AMOUNT Rs.	Ps.
1	Supply of Carpet grass -	1000 sft		12.561	00
		TOTAL		12.561	00

SUMMIT SALES LLP R.R. DIST. IN WARD No: 90626 Date: 7/2 Sign:

GREEN BELT SERVICES

Bank Name: HDFC Bank

A/c. No.50200055048996

IFSC Code: HDFC0002019

Rupees inwards: twelve Thousand five Hundred sixty one only. -

For GREEN BELT SERVICES

Authorised Signatory

Purchase Order

84776
08.01.22 11:53:28

 22-Jan-22 5:46:51 PM

From Company : **Villa Orchids LLP**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36AANFG4817C1ZH

Supplier Details			
Green Belt Services 4-1270, Marthand nagar, New HafeezPet, Near Konda pur Hyd-49	**Doc No**	84776	63815
	Doc Date	22-01-2022	
	Quote No	NIL	
GSTIN 36AAUFG2910P1ZT	**Quote Date**	17-01-2022	
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	1,000.00	10.00	0.00	6.00	10,600.00
					Total Order Value . . .	**10,600.00**

Rupees : Ten Thousand Six Hundred 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	Villa Orchids kowkur, Alwal Phone. .
Penality 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 villa no- 48 and 131, 96 294 front lawn gross laying 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 ***Villa Orchids LLP***

Authorised Signatory

Name : ____________

Accepted the above Terms And Conditions

For ***Green Belt Services***

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	VOC LLP	Date:	17-01-2022
Site & Phase :	VOC	Time:	10-29
Supplier	SSLLP	Req. No.	63815
Material required before date:		ID No.	73028

No	Description	Size	Quantity	Units	Inward No	Date
1	CARPET GROSS 10+6%	2'.0''	1000	SFT		
2						
3						
4	84776					
5						
6						
7						
8						
9						
10						

Remarks: - For Villa no 48 &131 96 & 294 Front lawn Gross Laying Purpose

Prepared By	A Suresh	Approved by	APPROVED 17 JAN 2022 P. PRABHAKAR Sr. MANAGER PURCHASE
Sign.& Date	17-01-2022	Sign. & Date	

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. Villa Orchids LLP.

Kowkur. Hyd.

(VOC) 84776

D.C.No. 92 Date 04/02/2022

P.O.No 84776 Date :

S.No.	PARTICULARS		QUANTITY
1	Carpet grass	—	1000.sft
2	Transport Extra	—	

INWARD

Inward No: 1060 Dt: 04/02/22

MRN No: 103256

Received By:

VILLA ORCHIDS LLP

For GREEN BELT SERVICES

Receivers Signature

Authorised Signatory

SUMMIT SALES LLP

IN WARD

No: 77694

Date: 11/2

Sign:

R.R. DIST.