PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	2/3/22	Prepared by	Monisha	Serial no.	2711
Supplier name	Green Belt Services			HO inward no.	
Firm/Company	GVRC	Project	Innopolis	HO received date	
PO/WO date	26/2/22	PO/WO No.	85950	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	98	3/3/22	4,028/-	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	2438/-
Proof of delivery by way of: ☑ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	

MRN nos.:	10448	Proof of delivery matches MRN	☑ Yes ☐ No

Amount B –Other Credits : Transportation charges (1500 + 6%.)	1590/-
Amount C –Other Debits :	–
Amount D (D=A+B-C) – Amount to be credited to the supplier:	4,028/-
Amount E – PO / WO value:	2438/-
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	7/3/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Monisha	Balkrishnan			
Sign:	Monisha	APPROVED			
Date	2/3/22	03 MAR 2022			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

P. BALAKRISHNAN
Sr. MANAGER PURCHASE

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.

5

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. G.V. Reserch Centers pvt. Ltd (GVRL)

Sl.No. 98 Date 03/03/2022

D.C.No. 101 Date :

P.O.No. 85950 Date :

S.No.	PARTICULARS	Qty.	Rate	AMOUNT Rs.	Ps.
1	Supply of plants & grass -			4,028	00
			TOTAL	4,028	00

SUMMIT SALES LLP R.R. DIST. INWARD No: 91789 Date: 3/3/22 Sign:

GREEN BELT SERVICES

Bank Name: HDFC Bank

A/c. No.50200055048996

IFSC Code: HDFC0002019

Rupees inwards: For Thousand twenty Eight only.

For GREEN BELT SERVICES

Authorised Signatory

Purchase Order

 26-02-2022 13:43:11

85950
14.02.22 3:00:03

From Company : **G V Reserch Centers Pvt Ltd**
5-4-187/3&4, II nd Floor, Soham Mansion, MG Road, Secunderabad-500(
G S T No. : 36AAHCG4562D1ZP

Supplier Details			
Green Belt Services 4-1270, Marthand nagar, New HafeezPet, Near Konda pur Hyd-49	**Doc No**	85950	164634
	Doc Date	26-02-2022	
	Quote No	NIL	
GSTIN 36AAUFG2910P1ZT	**Quote Date**	26-02-2022	
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	230.00	10.00	0.00	6.00	2,438.00
					Total Order Value . . .	**2,438.00**

Rupees : Two Thousand Four Hundred Thirty Eight 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	Innopolis Sy no-542, Genome Valley, Thurkapally, Hyderabad, Telangana Phone. Nagamani(Engineer) - 7981951035
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 Garden 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 *G V Reserch Centers Pvt Ltd*

Authorised Signatory

Name : 28/02/2022

Accepted the above Terms And Conditions

For ***Green Belt Services***

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	GVRC	Date:	25.02.2022
Site & Phase:	Innopolis	Time:	15:00
Supplier		Req. No.	164634
Material required before date:	Urgent	ID No.	74192

No	Description	Size	Quantity	Units	Inward No	Date
1.	Carpet Grass		230	Sft		
2.						
3.						
4.						
5						
6						
7	85950					
8						
9						

APPROVED
28 FEB 2022

Remarks: Towards garden purpose.

Prepared By	Madhu	Approved by	V.Ramesh Reddy
Sign. & Date	25.02.2022	Sign. & Date	25.02.2022

Note:

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. G. V. Reserch Centers pvt Ltd (GVRC)

D.C.No. 101 Date 28/02/2022

P.O.No 85950 Date : ....

S.No.	PARTICULARS	QUANTITY
1	Carpet grass —	230. sft
2	Trans port Extra —	

INWARD

Inward No 8464 Dt: 28/2/22

MRN No 104348 Dt: 1/3/22

Received By

G.V.R.C. PVT. LTD.

SUMMIT SALES LLP

INWARD

No: 78183

Date: 1/3/22

Sign:

R.R. DIST.

For GREEN BELT SERVICES

Receivers Signature

Authorised Signatory

8464