PURCHASE DIVISION
Advice for approval for credit to supplier

(C)

Date:	2/3/22	Prepared by	Manoj	Serial no.	- 2712
Supplier name	Green Belt Services			HO inward no.	
Firm/Company	GVRC	Project	Imopolis	HO received date	
PO/WO date	25/2/22	PO/WO No.	85884	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	96	3/3/22	8745/-	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	7,155/–
Proof of delivery by way of ☑ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	
MRN nos.: 104351 — 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:	8,745/–
Amount E – PO / WO value:	7,155/–
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:	Manoj	Prabhakar			
Sign:	Manoj	[signature]			
Date	2/3/22	02 MAR 2022			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED
02 MAR 2022
B. PRABHAKAR
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

(G.V.R.C)

Sl.No. 96 Date : 03/03/2022

D.C.No. 99 Date :

P.O.No. 85884 Date :

S.No.	PARTICULARS	Qty.	Rate	AMOUNT Rs.	Ps.
1	Supply of Carpet grass & Frisco grass.			8,745	00
			TOTAL	8,745	00

SUMMIT SALES LLP R.R. DIST. IN WARD No: 91787 Date: 3/3/22 Sign:

GREEN BELT SERVICES

Bank Name: HDFC Bank

A/c. No.50200055048996

IFSC Code: HDFC0002019

Rupees inwards: Eight Thousand seven Hundred forty five only. —

For GREEN BELT SERVICES

Authorised Signatory

Purchase Order

 25-02-2022 11:54:32

85884

From Company : **G V Reserch Centers Pvt Ltd** 14.02.22 2:58:15
5-4-187/3&4, II nd Floor, Soham Mansion, MG Road, Secunderabad-500003
G S T No. : 36AAHCG4562D1ZP

Supplier Details			
Green Belt Services 4-1270, Marthand nagar, New HafeezPet, Near Konda pur Hyd-49 **GSTIN** 36AAUFG2910P1ZT 8897895924	**Doc No**	85884	164622
	Doc Date	25-02-2022	
	Quote No	Nil	
	Quote Date	25-02-2022	
	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	150.00	10.00	0.00	6.00	1,590.00
2	6096 - Miscellaneous - Grass - NA - Bags *Frisco Grass*	15.00	350.00	0.00	6.00	5,565.00
			Total Order Value . . .			**7,155.00**

Rupees : Seven Thousand One Hundred Fifty Five 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 : ____________

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:	10:00
Supplier		Req. No.	164622
Material required before date:	Urgent	ID No.	74139

No	Description	Size	Quantity	Units	Inward No	Date
1.	Frisco grass		15	Bag's		
2.	Carpet grass		150	Sft		
3.						
4.						
5.						
6						
7	85884					
8						
9						

Remarks: Towards garden purpose.

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

Note:

APPROVED
25 FEB 2022
P. PRABHAKAR
Sr. MANAGER PURCHASE

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. G. V. Reserch Centers pvt LtD

(GVRC)

D.C.No. 99 Date 28/02/2022

P.O.No. 85884 Date : ....

S.No.	PARTICULARS	QUANTITY
1	Carpet grass -	150. SFt
2	FRISCO grass -	15 Bags
3	Trans port Extra -	

SUMMIT SALES LLP R.R. DIST.
IN WARD No: 78182 Date: 1/3/22 Sign: L

INWARD	
Inward No: 8461	Dt: 28/2/22
MRN No: 104351	Dt: 01/3/22
Received By: D. Rajkum	Sign: D. Rajkum
Genome Valley Research Center Pvt. Ltd.	

For GREEN BELT SERVICES

Receivers Signature *Authorised Signatory*