PURCHASE DIVISION
Advice for approval for credit to supplier

E

Date:	4/4/22	Prepared by	Monu	Serial no.	U.2771
Supplier name	Green Belt Services			HO inward no.	
Firm/Company	MPL	Project	MPL	HO received date	
PO/WO date	30/3/22	PO/WO No.	86879	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	104	3/4/22	1,590/-	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	954/-
Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 105650 — Proof of delivery matches MRN	☑ Yes □ No
Amount B –Other Credits : Transportation charges	636/-
Amount C –Other Debits :	–
Amount D (D=A+B-C) – Amount to be credited to the supplier:	1,590/-
Amount E – PO / WO value:	954/-
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	11/4/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Monu				
Sign:	Monu				
Date	4/4/22				
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 **INVOICE** 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. MODi properties pvt LTD (MPPL)

Sl.No. 104 Date : 3/4/2022

D.C.No. 108 Date :

P.O.No. 86879 Date :

S.No.	PARTICULARS	Qty.	Rate	AMOUNT Rs.	Ps.
1	supply of plants –			1,590	00
		TOTAL		1,590	00

SUMMIT SALES LLP R.R. DIST.
INWARD
No: 92923
Date: 4/4/22
Sign:

GREEN BELT SERVICES
Bank Name: HDFC Bank
A/c. No.50200055048996
IFSC Code: HDFC0002019

Rupees inwards: one Thousand five Hundred ninety only

For GREEN BELT SERVICES

Authorised Signatory

Purchase Order

 30-03-2022 11:58:32

86879

16.03.22 2:13:37

.opy

From Company :	**Modi Properties Pvt.Ltd.** 5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003 G S T No. : 36AABCM4761E1ZM

Supplier Details			
Green Belt Services 4-1270, Marthand nagar, New HafeezPet, Near Konda pur Hyd-49	**Doc No**	86879	178463
	Doc Date	30-03-2022	
	Quote No	Nil	
GSTIN 36AAUFG2910P1ZT	**Quote Date**	30-03-2022	
8897895924	**SupplyType**	Supply	

Kind Attn : Mr.Ravi Shanker

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	6031 - Miscellaneous - Plants - NA - nos *Golden Durantha*	90.00	10.00	0.00	6.00	954.00
					Total Order Value . . .	**954.00**

Rupees : Nine Hundred Fifty Four 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	May Flower Platinum Sy 82/1, Mallapur, Nacharam. Phone. 7680971999
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 main gate area use 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 *Modi Properties Pvt.Ltd.*

Authorised Signatory

Name : __________

Accepted the above Terms And Conditions

For *Green Belt Services*

Name : __________

Date : __/__/____

Requisition Form

Company Name:	Modi Properties Pvt Ltd	Date:	29.03.2022
Site & Phase :	May Flower Platinum	Time:	12:05
Supplier		Req.No.	178463
Material required before date:	31.03.2022	ID No.	75116

No	Description	Size	Quantity	Units	Inward No	Date
1	Golden Duranta Plants	-	90	No's		
2						
3						
4	86879					
5						
6						
7						
8						
9						
10						
12						

Remarks: Towards Main gate area use purpose

Prepared By	R.Ashok	Approved by	S.V.Subba Reddy
Sign.& Date	29.03.2022	Sign. & Date	

Note:

APPROVED
31 MAR 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. MODI properties pvt Ltd (MPPL)

D.C.No. 108 Date 31/03/2022

P.O.No 86879 Date

S.No.	PARTICULARS	QUANTITY
1	Golden duranta	90 nos
2	Transport Extra	

INWARD
Inward No: 898 Dt: 21/07/22
MRN No: Dt:
Received By: Sign:
PROPERTIES PVT. LTD.

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 78942
Date: 4/4/22
Sign:

For GREEN BELT SERVICES

Receivers Signature

Authorised Signatory