PURCHASE DIVISION
Advice for approval for credit to supplier

\Date:	16/6/22	Prepared by	Manoj	Serial no.	
Supplier name	Green Belt Services			HO inward no.	
Firm/Company	MCS	Project	GreenTowers	HO received date	
PO/WO date	7/6/22	PO/WO No.	89013	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	117	13/6/22	19,345/-	□ Yes □ No
2.				□ Yes □ No
3.			/	□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	16,165/-
Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.:	Proof of delivery matches MRN ☑ Yes □ No
Amount B –Other Credits : Transportation charges	3180/-
Amount C –Other Debits :	–
Amount D (D=A+B-C) – Amount to be credited to the supplier:	19,345/-
Amount E – PO / WO value:	16,165/-
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	20/6/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Manoj				
Sign:	Manoj				
Date	16/6/22				
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

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. MODi Consultancy Sarvices.

(Greentowers)

Sl.No. 117 Date 13/06/2022

D.C.No. 117 Date :

P.O.No 89013 Date :

S.No.	PARTICULARS	Qty.	Rate	AMOUNT Rs.	Ps.
1	Supply of plants, Carpetgrass			19,345	00
			TOTAL	19,345	00

SUMMIT SALES LLP R.R. DIST.
IN WARD No: 95554
Date: 16/6/22
Sign:

GREEN BELT SERVICES

Bank Name: HDFC Bank

A/c. No.50200055048996

IFSC Code: HDFC0002019

Rupees inwards: Ninteen Thousand Three Hundred forty five only

For GREEN BELT SERVICES

Authorised Signatory

1 Lantana — 100 x 12 = 1200

2 goldenduranta 150 x 10 = 1500

3 wadelia — 100 x 15 - 1500

4 Arecapalms — 10 x 125 = 1250

5 pentas — 40 x 45 = 1800

6 Carpet grass - 800 x 10 - 8000

7 Transport — 3000

18,250

8 Gst 6% — 1095

total. 19,345

Purchase Order

 07-06-2022 15:41:07

89013
07.06.22 12:13:52

From Company : **Mody Consultancy Services**
5-4-187/3&4, II Floor, M.G.Road, Secunderabad-500003.
G S T No. :

Supplier Details

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

GSTIN 36AAUFG2910P1ZT
8897895924

Doc No	89013	198020
Doc Date	07-06-2022	
Quote No	Nil	
Quote Date	07-06-2022	
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 *Lantana*	100.00	12.00	0.00	6.00	1,272.00
2	6031 - Miscellaneous - Plants - NA - nos *Golden Dutanta*	150.00	10.00	0.00	6.00	1,590.00
3	6031 - Miscellaneous - Plants - NA - nos *Wadela*	100.00	15.00	0.00	6.00	1,590.00
4	6031 - Miscellaneous - Plants - NA - nos *Areca Palms*	10.00	125.00	0.00	6.00	1,325.00
5	6031 - Miscellaneous - Plants - NA - nos *Pentas*	40.00	45.00	0.00	6.00	1,908.00
6	6016 - Miscellaneous - Carpet Grass - NA - sft	800.00	10.00	0.00	6.00	8,480.00
				Total Order Value . . .		**16,165.00**

Rupees : Sixteen Thousand One Hundred Sixty 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	Greens Towers Begumpet Main Road, Hyd. Opp. Hyderabad Public School. Phone. 66335551
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 Green Towers lawn gardening 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 ***Mody Consultancy Services***

Authorised Signatory

11/06/2022

Name : ____________

Accepted the above Terms And Conditions

For ***Green Belt Services***

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	MCS	Date:	30 ~~28~~-05-2021
Site & Phase :	GREENS TOWERS	Time:	14:55
Supplier		Req. No.	~~198018~~ 198020
Material required before date:	Urgent	ID No.	77090

No	Description	Size	Quantity	Units	Inward No	Date
1	CARPET GRASS	STD	800	SFT		
2	LANTANA	STD	100	NOS		
3	GOLDEN DURANTA	STD	150	NOS		
4	WADELIA 89013	STD	100	NOS		
5	ARECA PALMS	STD	10	NOS		
6	PENTAS	STD	40	NOS		
7						
8						
9						
10						

Remarks .: towards greens towers lawn gardening purpose.

Prepared By	Meenakshi. N	Approved by	
Sign.& Date	30-05-2021	Sign. & Date	

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

APPROVED BY
30 MAY 2021
SOHAM MODI
MANAGING DIRECTOR

GSTIN :36AAUFG2910P1ZT DELIVERY CHALLAN Cell : 8897855524

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 Consultancy Services (Green towers)

D.C No. 117 Date 11/06/22

P.O No 89013 Date :

S.No.	PARTICULARS	QUANTITY
1	Lantana	100 No's
2	Golden duranta	150 "
3	Wadelia	100 "
4	Areca palms	10 "
5	pentas	40 "
6	Carpet grass	800-SFT
7	Transport Extra	

Material Received

16/06

SUMMIT SALES LLP R.R. DIST. INWARD No: 80611 Date: 17/6/24 Sign: L

For GREEN BELT SERVICES

Receivers Signature

Authorised Signatory