PURCHASE DIVISION
Advice for approval for credit to supplier

2

Date:	05/12/22	Prepared by	Kalpana	Serial no.	**11326**
Supplier name	Green Belt Services			HO inward no.	
Firm/Company	MHPL	Project	SOV-III	HO received date	
PO/WO date	30/11/22	PO/WO No.	94526	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	155	03/12/22	28,222/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			25,440/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report			
MRN nos.:	114570	Proof of delivery matches MRN	☑ Yes □ No
Amount B –Other Credits : Transportation charges			2,782/-
Amount C –Other Debits :			-
Amount D (D=A+B-C) – Amount to be credited to the supplier:			28,222/-
Amount E – PO / WO value:			25,440/-
Amount F – Difference (A – E):			2,782/-
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	12/12/22		
Remarks:	Final Bill		

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		[signature]			
Sign:		APPROVED			
Date		05 DEC 2022			
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 Housing pvt LTD

(MHPL) ser

Sl.No. 155 Date 03/12/2022

D.C.No. 156 Date :

P.O.No. 94526 Date :

S.No.	PARTICULARS	Qty.	Rate	AMOUNT Rs.	Ps.
1	Supply of Trees (silver Oak) -		-	28,222	50
			TOTAL	28,222	50

IN WARD No: 102165 Date: 3/12/22 Sign:

IN WARD No: Date: 5/12/22 Sign:

GREEN BELT SERVICES

Bank Name: HDFC Bank

A/c. No.50200055048996

IFSC Code: HDFC0002019

Rupees inwards: twenty Eight Thousand two Hundred twenty two & fifty paise

For GREEN BELT SERVICES

Authorised Signatory

Purchase Order

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94526
29.11.22 5:41:42

From Company :	**Modi Housing Pvt.Ltd** 5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003 G S T No. : 36AADCM5906D2Z0

Supplier Details			
Green Belt Services 4-1270, Marthand nagar, New HafeezPet, Near Konda pur Hyd-49	**Doc No**	94526	185337
	Doc Date	30-11-2022	
	Quote No	Nil	
GSTIN 36AAUFG2910P1ZT	**Quote Date**	29-11-2022	
8897895924	**SupplyType**	Supply	

Kind Attn : Mr.Ravi Shanker

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	497700 - PLAN-Plants - Trees-Silveroak- - - - Nos	20.00	1,200.00	0.00	6.00	25,440.00
					Total Order Value . . .	**25,440.00**

Rupees : Twenty Five Thousand Four Hundred Fourty Only.

Terms and Conditions :-

Specification /	As per details given in the quotation.(Silver oak plants size should be 12' to 15')
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
Delivery Date	Within 7 days
Delivery Location	Silver Oak Villas Part III Sy .No.11,12,14,15,16,17,18 , 294 Phone. 0
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 plantation work 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 Housing Pvt.Ltd***

Authorised Signatory

Name : 01/12/22

Accepted the above Terms And Conditions

For ***Green Belt Services***

Name : ______________

Date : __/__/____

Requisition Form

Company Name:	Modi Housing Pvt Ltd		
Site & Phase :	SOV-III	Date:	29-11-2022
Unit No. Block No.	For plantation work purpose	Time:	14:00
Supplier:			
Material required before date:	urgent	Req. No.	185337
		ID No.	81999

S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	PLNT4179-Plants-Trees-Silveroak---Nos - 497700	20	0	20		
2						
3						
4						
5						
6						
7						
8						
9						
10						

P.O.No. 94526

$\boxed{1200}$ 18

6%, Transport ext

Remarks:	For plantation work purpose			
	Engineer	Project Manager	Purchase	MD
Prepared By:	B.Meenakshi Goud			
Approved By:	K.Purshotham		APPROVED 30 NOV 2022 P. VENKATESHWARLU MANAGER-PURCHASE	
Sign & Date:	29-11-2022			

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. MODi Housing pvt LtD (MHPL) SOV.

D.C.No. 156 Date 03/12/2022

P.O.No. 94526 Date :

S.No.	PARTICULARS	QUANTITY
1	Silver Oak Trees —	20 no's
2	Trans port Extra	

INWARD
Inward No: 3132 Dt: 3/12/22
MRN No: 114570 Dt: 3/12/22
Received By: Sign:
(Silver Oak Villas-Gate-III)

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 84228
Date: 3/12/22
Sign:

For GREEN BELT SERVICES

Receivers Signature

Authorised Signatory