PURCHASE DIVISION

Advice for approval for credit to supplier (C)

Date:	20/12/22	Prepared by	Ashajyothi	Serial no.	**11863**
Supplier name	Green Belt Services			HO inward no.	
Firm/Company	MMRK	Project	GHT	HO received date	
PO/WO date	12/12/22	PO/WO No.	94916	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	156	15/12/22	4,493/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	3,180/-
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 1250 + 5%.	1,313/-
Amount C –Other Debits :	–
Amount D (D=A+B-C) – Amount to be credited to the supplier:	4,493/-
Amount E – PO / WO value:	3,180/-
Amount F – Difference (A – E):	1,313/-
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	26/12/22
Remarks:	Final bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		APPROVED			
Sign:		20 DEC 2022			
Date		MINISH PARIKH MANAGER PROCUREMENT			
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. Mehta & Modi Reality Kowkur LLP.

(GWHT) 94916

Sl.No. 156 Date 15/12/22

D.C.No. 157 Date :

P.O.No. 94916 Date :

S.No.	PARTICULARS	Qty.	Rate	AMOUNT Rs.	Ps.
1	Supply of Carpet grass.	-	-	4,492	50
			TOTAL	4,492	50

SUMMIT SALES LLP
IN WARD
No: 10,831
Date: 15/12/22
Sign:
R.R. DIST.

GREEN BELT SERVICES

Bank Name: HDFC Bank

A/c. No.50200055048996

IFSC Code: HDFC0002019

Rupees inwards: For Thousand for Hundred Ninty two and fifty paise only.

For GREEN BELT SERVICES

Authorised Signatory

Purchase Order

 12-12-2022 12:25:58 PM

Copy

From Company :	**Mehta & Modi Realty Kowkur LLP** 5-4-187/3&4, II nd floor, MG Road, Soham Mansion, Secunderal G S T No. : 36ABLFM7631F1Z3

94916

29.11.22 5:55:12

Supplier Details			
Green Belt Services 4-1270, Marthand nagar, New HafeezPet, Near Konda pur Hyd-49 **GSTIN** 36AAUFG2910P1ZT 8897895924	**Doc No**	94916	142450
	Doc Date	12-12-2022	
	Quote No	NIL	
	Quote Date	12-12-2022	
	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 2'	250.00	12.00	0.00	6.00	3,180.00
					Total Order Value . . .	**3,180.00**

Rupees : Three Thousand One Hundred Eighty 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	Greenwood Heights Sy no: 196, Kowkur. Phone. 040-66335551
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 GHMC park north side foot path inside laying 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 ***Mehta & Modi Realty Kowkur LLP***

Authorised Signatory

Veeru 19/12

Name : ____________________

Accepted the above Terms And Conditions

For ***Green Belt Services***

Name : ____________________

Date : __/__/____

Requisition Form

Company Name:	MMRK LLP	Date:	12-12-2022
Site & Phase :	GHT	Time:	10.00
Supplier	Y Radha krishna	Req. No.	142450
Material required before date: 13-12-2022		ID No.	82351

No	Description	Size	Quantity	Units	Inward No	Date
1	CARPET GROSS	2'	250	Sft	12 + 6%	
2						
3	transport Extra					
4						
5						
6	94916					
7						
8						
9						
10						

Remarks: - For GHMC Park North side Foot path inside laying work purpose

APPROVED
12 DEC 2022
P. VENKATESHWARLU
MANAGER PURCHASE

Prepared By	A Suresh	Approved by	
Sign.& Date	12-12-2022	Sign. & Date	

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

Misc - 6015
6010
plan - plants - 6515 - 85 956

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. Mehta & MODI Reality Kowkur LLP.
(GWHT)

D.C.No. 157 Date: 12/12/2022
P.O.No. 94916 Date: ....

S.No.	PARTICULARS	QUANTITY
1	Carpet grass -	250.SFT
2	Transport Extra	-

INWARD
Inward No: 3487 Dt: 10/12/22
MRN No: 115013 Dt: 14/12/22
Received By: Sign:
MEHTA & MODI REALTY KOWKUR LLP
11.54

SUMMIT SALES LLP
IN WARD
No: 85153
Date: 19/12/22
Sign:
R.R. DIST.

Receivers Signature

For GREEN BELT SERVICES

Authorised Signatory