PURCHASE DIVISION
Advice for approval for credit to supplier

ⓒ

Date:	08/02/23	Prepared by	Kalpana	Serial no.	**14306**
Supplier name	Green Belt Services			HO inward no.	
Firm/Company	MCNET	Project	NMMH	HO received date	
PO/WO date	02/02/23	PO/WO No.	96729	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	174	08/02/23	5,128/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			3,816/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report			
MRN nos.:	117086	Proof of delivery matches MRN	☑ Yes □ No
Amount B –Other Credits : Transportation charges	1250 + 5%		1312/-
Amount C –Other Debits :			
Amount D (D=A+B-C) – Amount to be credited to the supplier:			5,128/-
Amount E – PO / WO value:			3,816/-
Amount F – Difference (A – E):			1,312/-
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	13/02/23		
Remarks:	final Bill		

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Kalpana				
Sign:	[signature]				
Date	08/02/23				
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED
09 FEB 2023
MINISH PARIKH
MANAGER PROCUREMENT

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. M.C. MODi Educational Trust (MCMET)

Sl.No. 174 Date : 08/02/2023

D.C.No. 175 Date :

P.O.No. 96729 Date :

S.No.	PARTICULARS	Qty.	Rate	AMOUNT Rs.	Ps.
1	Supply of Contry grass.	-	-	5,128	50
			TOTAL	5,128	50

GREEN BELT SERVICES

Bank Name: HDFC Bank

A/c. No.50200055048996

IFSC Code: HDFC0002019

Rupees inwards: Five Thousand one Hundred twenty Eight & paise fifty.

For GREEN BELT SERVICES

Authorised Signatory

SUMMIT SALES LLP IN WARD No: 155769 Date: 9/2/23 Sign: R.R. DIST.

Purchase Order

 03-02-2023 12:55:11

96729
28.01.23 12:54:53

From Company :	**MC Modi Educational Trust** 5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003 G S T No. : 36AAATM5488Q2Z0

Supplier Details			
Green Belt Services 4-1270, Marthand nagar, New HafeezPet, Near Konda pur Hyd-49	**Doc No**	96729	162168
	Doc Date	02-02-2023	
	Quote No	Nil	
GSTIN 36AAUFG2910P1ZT	**Quote Date**	01-02-2023	
8897895924	**SupplyType**	Supply	

Kind Attn : Mr.Ravi Shanker

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	214200 - PLAN-Plants - Grass-Country Grass- - - - Bag	8.00	450.00	0.00	6.00	3,816.00
					Total Order Value . . .	**3,816.00**

Rupees : Three Thousand Eight Hundred Sixteen 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	Manilal Modi Memorial Hospital . Phone. Madhu Site Engineer - 9502211499
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 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 *MC Modi Educational Trust*

Authorised Signatory

Name : 03/02/2023

Accepted the above Terms And Conditions

For *Green Belt Services*

Name : ____________

Date : __/__/____

Requisition Form						
Company Name:	Manilal modi memorial hospital	Date:	01-02-2023			
Site & Phase :	MCMET	Time:	12:30			
Unit No./Block No.						
Supplier:		Req. No.	162168			
Material required before date:		ID No.	83921			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	PLNT9547-Plants-Grass-Country Grass---Bags	8	0	8		
2						
3						
4						
5						
6						
7						
8						
9						
10						
Remarks:	for gardening purpose					
	Engineer	Project Manager		Purchase		MD
Prepared By:	Jeevana	Sarwar				
Approved By:						
Sign & Date:						

PO 96729

APPROVED
03 FEB 2023
MINISH PARIKH
MANAGER PROCUREMENT

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. M.C. MODI Educational Trust

(MCMET)

D.C.No. 175 Date 06/02/2023

P.O.No. 96729 Date :

S.No.	PARTICULARS	QUANTITY
1	Country grass -	8 Bags.
2	Transport Extra -	

INWARD
Inward No: 10806 Dt: 06/02/23
MRN No: 117086 Dt: 06/02/23
Received By: Sign:
MC MODI EDUCATIONAL TRUST

SUMMIT SALES LLP
IN WARD
No: 8615
Date: 8/2/23
Sign:
R.B. D

For GREEN BELT SERVICES

Receivers Signature

Authorised Signatory