PURCHASE DIVISION
Advice for approval for credit to supplier

E

Date:	1/3/23	Prepared by	Deeps	Serial no.	15307
Supplier name	Green belt services			HO inward no.	
Firm/Company	MFPWA	Project	MP1	HO received date	
PO/WO date	15/2/23	PO/WO No.	97163	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	479	28/2/23	26,530/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	26,530/-
Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	117887	Proof of delivery matches MRN	☑ Yes □ No

Amount B –Other Credits : Transportation charges	–
Amount C –Other Debits :	–
Amount D (D=A+B-C) – Amount to be credited to the supplier:	26,530/-
Amount E – PO / WO value:	24,115/-
Amount F – Difference (A – E):	2415/-
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	6/3/23
Remarks:	final bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Deeps	Venky			
Sign:	[signature]	MANAGER PURCHASE P. VENKATESHWARLU			
Date	2/3/23	02 MAR 2023 APPROVED			
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. MAy Flower platinum welfor-Association (MPLWA)

Sl.No. 179 Date : 28/02/2023

D.C.No. 180 Date :

P.O.No. 97163 Date :

S.No.	PARTICULARS	Qty.	Rate	AMOUNT Rs.	Ps.
1	Supply of Trees	-	-	26,530	00
		TOTAL		26,530	00

SUMMIT SALES LLP R.R. DIST. IN WARD No: 10643 Date: 01/3/23 Sign:

GREEN BELT SERVICES

Bank Name: HDFC Bank

A/c. No.50200055048996

IFSC Code: HDFC0002019

Rupees inwards: twenty six thousand five Hundred Thirty only.

For GREEN BELT SERVICES

Authorised Signatory

Purchase Order

     15-02-2023 11:12:08

97163
08.02.23 3:15:07

From Company : **Mayflower Platinum Welfare Association**
Sy.82/1 Mallapur Main Road, Mallapur
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**	97163	178954
	Doc Date	15-02-2023	
	Quote No	Nil	
	Quote Date	13-02-2023	
	SupplyType	Supply	

Kind Attn : Mr.Ravi Shanker

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	340600 - PLAN-Plants - Trees-Nilgiri- - - - Nos *Millingtonia tree size -10'-12'*	15.00	1,450.00	0.00	6.00	23,055.00
2	658000 - PLAN-Plants - Outdoor Plant-Acalypha- - - - Nos	50.00	20.00	0.00	6.00	1,060.00
					Total Order Value . . .	**24,115.00**

Rupees : Twenty Four Thousand One Hundred Fifteen 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 gardening 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 ***Mayflower Platinum Welfare Association***

Authorised Signatory

Name : Vcendr

Accepted the above Terms And Conditions

For ***Green Belt Services***

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	May flower Platinum Welfare association	Date:	13-2-2023
Site & Phase :	May flower Platinum Welfare association	Time:	11-45
Supplier		Req. No.	178954
Material required before date:	16.02.2023	ID No.	84303.

plan

No	Description/Brand/Model No. 3406.	Size	Quantity	Units	Inward No	Date
3019. 1	**Millingtonia Tree** 1450	10'-12'	15	NO'S		
2	Achalypha -Plants -		50	NO'S		
3	Plan - plants - 6580	97163				
4						
5						
6						
7						
8						
9						
10						

Remarks: Toward **Grandening use** purpose.

Prepared By		Approved by	K.Narendar Reddy
Sign.& Date		Sign. & Date	

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

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. MAY Flower platinum welfare Associations (MPLWA)

D.C.No. 180 Date: 27/02/2023

P.O.No. 97163 Date

S.No.	PARTICULARS	QUANTITY
1	Millingtonia trees 10 to 12 size. -	15 No's
2	ACalypha plants. -	50 no's
3	Transport Extra -	

INWARD

Inward No: 24301 28-2-23

MRN No: 11788 Dt: 27/2/23

Received By:

Sign

MODI PROPERTIES PVT. LTD. SY. No. 82

SUMMIT SALES LLP R.R. DIST.

INWARD No: 87081 Date: 01/3/23 Sign

For GREEN BELT SERVICES

Receivers Signature

Authorised Signatory