

PURCHASE DIVISION
Advice for approval for credit to supplier

19246

Date: 12-06-23		Prepared by: S. JaySudha		Serial no.	
Supplier name: Green Belt Services		Project: GHT		HO inward no.	
Firm/Company: MMRKLLP		PO/WO No.:		HO received date	
PO/WO date: 15-05-23		20230515042		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	196	16-05-23	3,170/-	☐ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			2,120/-
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report			
MRN nos.:	20230515071	Proof of delivery matches MRN	☐ Yes ☐ No
Amount B –Other Credits : Transportation charges			1,050/-
Amount C –Other Debits :			—
Amount D (D=A+B-C) – Amount to be credited to the supplier:			3,170/-
Amount E – PO / WO value:			2,120/-
Amount F – Difference (A – E):			1,050/-
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		19-06-23	
Remarks: final bill			

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:					
Sign:					
Date					
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. M. H. & Modi Reality Konkur. H.P. Sl.No. 196 Date : 16/05/2023
D.C.No. 200 Date :
P.O.No. Date :
(G.O.H.T.) P.O. 20230515042

S.No.	PARTICULARS	Qty.	Rate	AMOUNT	
				Rs.	Ps.
1	Varmi Compost	10 Bag	200/-	2000	200
2	Gst 6%.	-	-	120	200
3	Transportation.			1050	200
TOTAL				3170	200

GREEN BELT SERVICES

Bank Name: HDFC Bank

A/c. No.50200055048996

IFSC Code: HDFC0002019

Rupees inwards: Three Thousand one
Hundred Seventy only.

For GREEN BELT SERVICES

Authorised Signatory

(PWA)

DATE & FROM:	TO & REMARKS.
24/05/2023	MD Sir,
Alamdar Reddy	PO-NO: 20230515042 - Correction - Reg.
	This PO is Vermicompost - 20 kgs Bag.
	10 No's, Transport by vendor cost as per PO
	But, Supplier given Invoice include
	transport Rs. 3695/-
	PO & Invoice difference amount
	Rs. 1525/-
	please look into it & suggest Sir.
Alamdar Reddy	
24/5/23	Note: PO value is
	Rs. 2120/-

Purchase Order

Original

From Company:				Mehta & Modi Realty Kowkur LLP 5-4-187/3&4, IInd FloorSoham MansionM.G.Road Secunderabad,TELANGANA,500003 GSTNO:36ABLFM7631F1Z3				Delivery Location: Greenwood Heights Sy.No. 196, Kowkur, Bollaram Hyderabad,Telangana,500010 A.Suresh,9502232100				
Supplier Details												
Green Belt Services 4-1270,Marthand Nagar, New hafeezpet, Kondapur Hyderabad,TG,500085 GSTIN:36AAUFG2910P1ZT Mr. Radha krishna,8374734468								PO No	20230515042	Quote No	Nil	
								PO Date	15 May 2023	Quote Date	15 May 2023	
								Supply Type	Purchase Order	Requisition Num	20230515033	
SNo.	Item Name	Addl Spec	Qty	Rate	Dis%	Taxable Amount	GST%				Amount	
							IGST%	CGST%	SGST%	IGST AMT	CGST AMT	SGST AMT
1	CONS3491-Consumables-Vermicompost--20Kgs-Bags		10.00	200.00	0%	2,000	0%	3%	3%	0	60	60
							Total Amount ...			0	60	60
Rupees in words : Two Thousand One Hundred And Twenty Only.												
Terms and Conditions:-												

Purchase Order

Original

Additional Specifications

Nil.

Tax :

Inclusive of GST and other taxes.

Delivery Date :

Within 3 days of PO

Delivery Location :

As given above.

Transport:

By Vendor

Advance Paid :

Nil.

Payment Terms :

After material delivery and submission of bills.

Bill submission:

Proof of delivery & original invoice must be delivered to Second floor, Soham Mansion, M.G. Road, Secunderabad- 03. Do not send to site.

Other Terms:

For A-block work purpose.

Notes:

1. This is a digitally generated order and no signature is required.
2. In case the vendor is unable to accept the order and supply the material, they must intimate the same by email to purchase@modipropertics.com.
3. Vendors must obtain acknowledgment from site as proof of delivery (POD) on relevant document like DC, e-way bill, packing list, etc.
4. Vendor must send original invoices to our head office (HO) on the address mentioned above. Do not send the original invoices to sites or purchase division office. An acknowledgment on a copy of the invoice will be provided upon request at our HO.
5. We reserve the right to cancel this PO and seek refund of the advance paid in case of delay in delivery or items delivered are not as per specifications, including delivery of defective material.
6. Payment against delivery /installation shall only be made after receipt of original signed invoice at HO.



Requisition Form

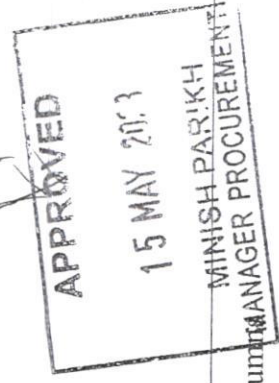
Company Name	Mehta & Modi Realty Kowkur LLP			Date	15 May 2023
Site Or Phase	Greenwood Heights			Time	12:55:23
For Use In Flat/Villa/Other	A Block			Req.No.	20230515033
Material required before date					

S.No	Description	Add Spec	Qty Required	Qty Available at Site	Order Qty	Last Rate	Inward No	Date
1	CONS3491-Consumables-Vermicompost--20Kgs-Bags	200	10.00	0	10.00	212.00		

PO Num	Date	Type	Status
20230515042	15 May 2023	PO	Open PO

Sno	Role	User	Remarks	Date And Time
1	Const-Mgr	Suresh A.	radha krishna	15 May 2023 12:55:23 pm
2	Const-Mgr	Suresh A.	System Generated:This Requisition Has Been Approved	15 May 2023 12:55:36 pm

Prepared By :- Suresh A.	Approved By:-
Sign:-	Sign:-
Date :- 15 May 2023	Date:-



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

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. Mehta & Modi Reality Karkur LLP

D.C.No. 200

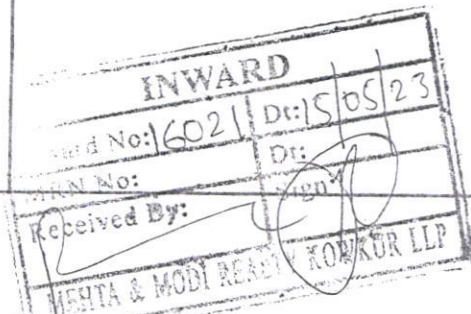
Date : 15/05/2023

P.O.No. 20230515042

P.O.No.

Date :

S.No.	PARTICULARS	QUANTITY
1	Vermi Compost 26 kg	10 Bags
2	Transport Extra.	

MRN - 20230515071
dtd - 15/05/23

Receivers Signature

For GREEN BELT SERVICES

Authorised Signatory