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			HO inward no.	
Firm/Company	MMRK LLP	Project	GHT	HO received date	
PO/WO date	15-05-23	PO/WO No.	2023051504[illegible]	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.:	2023051507[illegible]	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

APPROVED

12 JUN 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. Mehta & MODI Reality Kowkur LLP

(GOHT) P.O 2023051S042

Sl.No. 196 Date : 16/05/2023

D.C.No. 200 Date :

P.O.No. Date :

S.No.	PARTICULARS	Qty.	Rate	AMOUNT Rs.	Ps.
1	Varmi Compost	10 Bag	200/-	2000	00
2	Gst 6%.	–	–	120	00
3	Transpotation.			1,050	00
			TOTAL	3,170	00

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

MEMO

pur

DATE & FROM:	TO & REMARKS.
24/05/2023	MD Sir,
Narender Reddy	PO-No: 20230515042 – Correction-Reg.
	This PO is vermicompost. 20kgs Bag.
	10 No's, Transport by vendor cost as per PO
	But, supplier given Invoice include
	transport Rs. 3695/-
	PO & Invoice difference amount
	Rs.: 1575/-
	please look into it & suggest Sir.
24/5/23	Note: PO value is
	Rs. 2120-00

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, Bollarum 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	2,120
									Total Amount ...	0	60	60	2,120

Rupees in words : Two Thousand One Hundred And Twenty Only.

Terms and Conditions:-

15/05/23 03:24:56 PM

Original

Additional Specifications	Nill.
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@modipropertic s.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.

APPROVED
15 MAY 20:3
MINISH PARIKH
MANAGER PROCUREMENT

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.

Sign:-

Date :- 15 May 2023

APPROVED
15 MAY 2023
MINISH PARIKH
MANAGER PROCUREMENT

Approved By:-

Sign:-

Date:-

Note: On receipt of material at site write inward number and date in last two 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. Mehata & MODi Reality Kadkur LLP

poww: 2023051 5042

D.C.No. 200 Date: 15/05/2023

P.O.No. Date :

S.No.	PARTICULARS	QUANTITY
1	vermi Compost 20 kg	10 Bags
2	Transport Extra.	

SUMMIT BUILDERS LLP R.R. DIST. INWARD No: 88787 Date: 12/5/23 Sign:

INWARD No: 16021 Dt: 15/05/23 Dt: MRN No: Sign: Received By: MEHTA & MODI REALTY KORKUR LLP

Mrn - 2023051 5071
dtd - 15/05/23

For GREEN BELT SERVICES

Receivers Signature

Authorised Signatory