PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	22/01/22	Prepared by	Kavitha	Serial no.	...-175[illegible]
Supplier name	Green belt Services			HO inward no.	
Firm/Company	modi housing pvt ltd	Project	MHPLSOV-III	HO received date	
PO/WO date	6/12/21	PO/WO No.	84283	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	79	21/01/22.	13250/-	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	13250/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	102048	Proof of delivery matches MRN	☑ Yes □ No

Amount B –Other Credits : Transportation charges	1,325/-
Amount C –Other Debits :	–
Amount D (D=A+B-C) – Amount to be credited to the supplier:	13250/-
Amount E – PO / WO value:	11,925/-
Amount F – Difference (A – E):	1325/-
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	24/01/22
Remarks: Transportation charges Extra	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Kavitha				
Sign:	22/01/22.				
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

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. MODi Housing pvt LtD

(SOV III)

Sl.No. 79 Date: 21/01/2022

D.C.No. 82 Date :

P.O.No 84283 Date :

S.No.	PARTICULARS	Qty.	Rate	AMOUNT Rs.	Ps.
1	Supply of shaded grass –	25 Bags		13,250	00
		TOTAL		13,250	00

SUMMIT SALES LLP
R.R. DIST.
IN WARD
No: 89965
Date: 22/01
Sign:

GREEN BELT SERVICES

Bank Name: HDFC Bank

A/c. No.50200055048996

IFSC Code: HDFC0002019

Rupees inwards: Thirteen Thousand two Hundred fifty only.

For GREEN BELT SERVICES

Authorised Signatory

Purchase Order

 06-01-2022 14:46:52

84283

5:44:07

From Company :	**Modi Housing Pvt.Ltd** 5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003 G S T No. : 36AADCM5906D2Z0

Supplier Details			
Green Belt Services	**Doc No**	84283	185108
4-1270, Marthand nagar, New HafeezPet, Near Konda pur Hyd-49	**Doc Date**	06-12-2021	
	Quote No	Nil	
GSTIN 36AAUFG2910P1ZT	**Quote Date**	06-12-2021	
8897895924	**SupplyType**	Supply	

Kind Attn : Mr.Ravi Shanker

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	6096 - Miscellaneous - Grass - NA - Bags *Shaded Grass*	25.00	450.00	0.00	6.00	11,925.00
					Total Order Value . . .	**11,925.00**

Rupees : Eleven Thousand Nine Hundred Twenty Five Only.

<u>Terms and Conditions :-</u>

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	Silver Oak Villas Part III Sy .No.11,12,14,15,16,17,18 , 294 Phone. 0
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 Footpath land scape 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 ***Modi Housing Pvt.Ltd***

Authorised Signatory

Name : ______________________

Accepted the above Terms And Conditions

For ***Green Belt Services***

Name : ______________________

Date : __/__/____

Requisition Form

Company Name:	MHPLSOV	Date:	05-01-22
Site & Phase :	MHPLSOV -III	Time:	10.00
Supplier		Req. No.	185108
Material required before date:	10-01-22	ID No.	72695

No	Description	Size	Quantity	Units	Inward No	Date
1	Shaded grass		25	Bags		
2						
3						
4						
5	84283					
6						

Remarks: - For footpath landscape purose

Prepared By	B.Meenakshi	Approved by	
Sign.& Date	05-01-22	Sign. & Date	

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

APPROVED
06 JAN 2022
P. PRABHAKAR
Sr. MANAGER PURCHASE

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. MODi Housing pvt LtD

(SOV III)

D.C.No. 82 Date: 8/01/2022

P.O.No 84283 Date: ....

S.No.	PARTICULARS	QUANTITY
1	Shaded grass –	25 Bags.
2	Trans post Extra	–

INWARD WITH TIME:
Inward No. 198 Dt: 8/1/22
MRN No: 102048 Dt: 10/01/22
Received By Sign:
MHPL-SOV-PART-III

SUMMIT SALES LLP
IN WARD
No: 77144
Date: 22/01
Sign:
R.R. DIST.

For GREEN BELT SERVICES

Receivers Signature

Authorised Signatory