PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	04/02/22	Prepared by	Kavitha	Serial no.	2409
Supplier name	Green belt Services			HO inward no.	
Firm/Company	Modi properties pvt ltd	Project	MPL	HO received date	
PO/WO date	22/01/22	PO/WO No:	84777	Scan ID:	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	87	04/02/22	10,653/-	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	10,653/-
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	
MRN nos.: 103115	Proof of delivery matches MRN: ☑ Yes ☐ No
Amount B – Other Credits : Transportation charges	1960/-
Amount C – Other Debits :	–
Amount D (D=A+B-C) – Amount to be credited to the supplier:	10,653/-
Amount E – PO / WO value:	8,692/-
Amount F – Difference (A – E):	–
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	07/02/22
Remarks: – Transportation charges Extra –	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Kavitha				
Sign:	04/02/22				
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

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

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M/s. MODi properties pvt LTD

(MPPL)

Sl.No.   Date : 04/02/2022

D.C.No. 90   Date :

P.O.No 84777   Date :

S.No.	PARTICULARS	Qty.	Rate	AMOUNT Rs.	Ps.
1	Supply of plants -			10.653	00
			TOTAL	10,653	00

SUMMIT SALES LLP R.R. DIST. INWARD No: 96527 Date: 4/2 Sign:

GREEN BELT SERVICES

Bank Name: HDFC Bank

A/c. No.50200055048996

IFSC Code: HDFC0002019

Rupees inwards: Ten Thousand Six Hundred Fifty Three only.

For GREEN BELT SERVICES

Authorised Signatory

Purchase Order

 22-Jan-22 5:43:31 PM

84777
08.01.22 11:53:28

From Company : **Modi Properties Pvt.Ltd.**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36AABCM4761E1ZM

Supplier Details			
Green Belt Services	**Doc No**	84777	178330
4-1270, Marthand nagar, New HafeezPet, Near Konda pur Hyd-49	**Doc Date**	22-01-2022	
	Quote No	NIL	
GSTIN 36AAUFG2910P1ZT	**Quote Date**	20-01-2022	
8897895924	**SupplyType**	Supply	

Kind Attn : Mr.Ravi Shanker

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	6031 - Miscellaneous - Plants - NA - nos *Filicium decipiens*	4.00	1,450.00	0.00	6.00	6,148.00
2	6031 - Miscellaneous - Plants - NA - nos *Canna variegated*	6.00	75.00	0.00	6.00	477.00
3	6031 - Miscellaneous - Plants - NA - nos *Caesalpinia*	30.00	65.00	0.00	6.00	2,067.00
				Total Order Value . . .		**8,692.00**

Rupees : Eight Thousand Six Hundred Ninty Two Only.

Terms and Conditions :-

Specification / Brand	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 Cost	Extra.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for TOT-LOT Plantation in ffront of clubhouse work 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 Properties Pvt.Ltd.***

Authorised Signatory

Name : ______

Accepted the above Terms And Conditions

For ***Green Belt Services***

Name : ______

Date : __/__/____

Requisition Form

Company Name:	Modi Properties Pvt Ltd	Date:	20.01.2022
Site & Phase :	May Flower Platinum	Time:	13:10
Supplier		Req.No.	178330
Material required before date:	24.01.2022	ID No.	73167

No	Description	Size	Quantity	Units	Inward No	Date
1	Filicium decipiens 1450+6%,	12'	04	No's		
2	Canna variegated 75	-	06	No's		
3	Caesalpinia 65	-	30	No's		
4						
5						
6	8477.					
7						
8						
9						
10						
11						

Remarks: Towards TOT-LOT Plantation in front of Clubhouse work purpose

Prepared By	R.Ashok	Approved by	S.V.Subba Reddy
Sign.& Date	20.01.2022	Sign. & Date	

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

APPROVED
21 JAN 2022
P. PRABHAKAR
Sr. MANAGER PURCHASE

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 properties pvt Ltd (MPPL)

D.C.No. 90 Date 02/02/2022

P.O.No. 84777 Date :

S.No.	PARTICULARS		QUANTITY
1	Filicum decipiens	–	4 no's
2	Canna verigated	–	6 no's
3	Caesalpinia	–	30 no's
4	Transport Extra	–	

INWARD

Inward No: 1665 Dt: 2/2/22

MRN No: 03115 Dt:

Received By: Sign: Nizam

MODI PROPERTIES PVT. LTD. Sy.No. 82/1.

SUMMIT SALES LLP R.R. DIST.
IN WARD No: 22502 Date: 4/2 Sign:

For GREEN BELT SERVICES

Receivers Signature

Authorised Signatory