PURCHASE DIVISION
Advice for approval for credit to supplier

6

Date:	04/02/22	Prepared by	Kavitha	Serial no.	2412
~~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.	84782	Scan ID:	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	85	4/02/22	5,247/-	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	5,247
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	

MRN nos.:	102966	Proof of delivery matches MRN	☑ Yes ☐ No

Amount B – Other Credits : Transportation charges	1325/-
Amount C – Other Debits :	-
Amount D (D=A+B-C) – Amount to be credited to the supplier:	5,247/-
Amount E – PO / WO value:	3,922/-
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	07/02/22
Remarks:	Transportation Charges Extra

Approved by	Purchase Officer	Purchase Manager	MD	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

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 properties pvt LTD (MPPL)

Sl.No. 85 Date : 4/2/2022

D.C.No. 88 Date :

P.O.No 84782 Date :

S.No.	PARTICULARS	Qty.	Rate	AMOUNT Rs.	Ps.
1	Supply of Carpet grass -			5,247	00
			TOTAL	5,247	00

SUMMIT SALES LLP R.R. DIST. IN WARD No: 90522 Date: 4/2 Sign:

GREEN BELT SERVICES

Bank Name: HDFC Bank

A/c. No.50200055048996

IFSC Code: HDFC0002019

Rupees inwards: five Thousand two Hundred forty seven only.

For GREEN BELT SERVICES

Authorised Signatory

1 Carpet grass – 370×10 = 3700

2 Transport – 1250

4,950

3 Gst 6% 297

5,247

Purchase Order

 24-01-2022 3:40:30 PM Original

84782
08.01.22 11:53:29

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**	84782	178329
4-1270, Marthand nagar, New HafeezPet, Near Konda pur Hyd-49	**Doc Date**	22-01-2022	
	Quote No	Nill	
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	6016 - Miscellaneous - Carpet Grass - NA - sft	370.00	10.00	0.00	6.00	3,922.00
					Total Order Value . . .	**3,922.00**

Rupees : Three Thousand Nine Hundred Twenty Two 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 Towards TOT-LOT Plantation in front of Cluhouse 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 delivery /DC can be sent by email.

For ***Modi Properties Pvt.Ltd.***

Authorised Signatory

Name : ______________

Contact - -

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:	13:02
Supplier		Req.No.	178329
Material required before date:	24.01.2022	ID No.	73166

No	Description	Size	Quantity	Units	Inward No	Date
1	Carpet Grass		370	Sft		
2						
3						
4						
5						
6	84782					
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

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. MODi properties pvt LtD (MPPL)

D.C.No. 88 Date : 30/01/2022

P.O.No. 84782 Date :

S.No.	PARTICULARS	QUANTITY
1	Carpet grass —	370 SFt
2	Trans port Extra —	

INWARD

Inward No: 3648 Dt: 30/1/22

MRN No: 02966 Dt:

Received By: Sign: Nisem

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

INWARD No: 77485 Date: 4/2 Sign: L

R.R. DIST.

For GREEN BELT SERVICES

Receivers Signature

Authorised Signatory