



**PURCHASE DIVISION**  
Advice for approval for credit to supplier

Date: 25/2/22		Prepared by: Prabhakar		Serial no. 2456	
Supplier name: Green Belt Services			HO inward no.		
Firm/Company: MPPL		Project: MPL		HO received date	
PO/WO date: 1/2/22		PO/WO No. 85228		Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	92	22/2/22	18,563-00	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
2.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
3.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
4.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Amount A - Bills total (Excluding Transport & Hamali Charges):				18,563-00	
Proof of delivery by way of <input checked="" type="checkbox"/> DCs/bill <input type="checkbox"/> Steel report <input type="checkbox"/> RMC pour report <input type="checkbox"/> Solid block report <input type="checkbox"/> Installation report					
MRN nos.: 103989		Proof of delivery matches MRN		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Amount B - Other Credits : Transportation charges				1312-00	
Amount C - Other Debits :					
Amount D (D=A+B-C) - Amount to be credited to the supplier:				19,875-00	
Amount E - PG / WO value:				18,550-00	
Amount F - Difference (A - E):					
Quantity received as per PO / WO		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Excess received <input type="checkbox"/> Short received <input type="checkbox"/> Part received			
Close PO / WO		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No - wait for balance material <input type="checkbox"/> Other			
Payment - due date		22/2/22			
Remarks:					
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 weightment 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 &amp; 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 LTDSI.No. **92**Date: 22/02/2022D.C.No. 95

Date : .....

P.O.No. 85228

Date : .....

(M.P.P.L.)

S.No.	PARTICULARS	Qty.	Rate	AMOUNT	
				Rs.	Ps.
1	Supply of Loutas plants	50 no.		19,875	00
<p style="text-align: center;"> </p>				<p><b>GREEN BELT SERVICES</b>            Bank Name: HDFC Bank            A/c. No.50200055048996            IFSC Code: HDFC0002019</p>	
TOTAL				19,875	00

Rupees inwards: Nintey Thousand  
Eight Hundred seventy five only

**For GREEN BELT SERVICES**

Authorized Signatory

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 properties pvt ltd

D.C.No. 95 Date 19/02/2022

(M.p.p.l)

P.O.No 85228 Date: .....

S.No.	PARTICULARS	QUANTITY
1	louts plants	50 NO'S
2	Tray port Extra	

18781 INWARD  
Inward No: 18781 Dt: 19/02/22  
MRN No: 103989 Dt:  
Received By: Sign:  
MODI PROPERTIES PVT. LTD. Sy.No. 87

INWARD  
Summit Sales Ltd  
No: 78103  
Date: 26/2  
R.S. DIST.

For GREEN BELT SERVICES

Receivers Signature

Authorized Signatory

# Purchase Order

Page(s) 1 Of 1

07-02-2022 4:44:57 PM

Or



85228

31.01.22 4:53:34

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  
4-1270, Marthand nagar, New HafeezPet, Near Konda pur Hyd-49

**GSTIN** 36AAUFG2910P1ZT

8897895924

<b>Doc No</b>	85228	178370
<b>Doc Date</b>	07-02-2022	
<b>Quote No</b>	Nil	
<b>Quote Date</b>	05-02-2022	
<b>SupplyType</b>	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 Lotus Plants	50.00	350.00	0.00	6.00	18,550.00
<b>Total Order Value . . .</b>					<b>18,550.00</b>

Rupees : Eighteen Thousand Five Hundred Fifty Only.

## Terms and Conditions :-

<b>Specification /</b>	As per details given in the quotation.
<b>Payment Terms</b>	After Delivery & Production of bill
<b>Tax</b>	Inclusive of all taxes
<b>Delivery Date</b>	Within 7 days
<b>Delivery Location</b>	May Flower Platinum Sy 82/1, Mallapur, Nacharam. Phone. 7680971999
<b>Penalty For Delay</b>	Nil
<b>Transportation</b>	Extra.
<b>Warranty</b>	Nil
<b>Advance Paid</b>	Nil
<b>Other Terms</b>	We reserve the right to reject items not conforming to quality and specifications. Above order for Towards Lotus pond plantation purpose.
<b>Completion Date</b>	Nil
<b>Measurement</b>	Nil
<b>Security</b>	Nil
<b>Remarks</b>	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

Accepted the above Terms And Conditions

For **Green Belt Services**

Name : \_\_\_\_\_

Name : \_\_\_\_\_


Date : \_\_\_/\_\_\_/\_\_\_

Contact :-

### Requisition Form

Company Name:		Modi Properties Pvt Ltd		Date:		05.02.2022	
Site & Phase :		May Flower Platinum		Time:		15:52	
Supplier				Req.No.		178370	
Material required before date:			08.02.2022		ID No.		73602
No	Description	Size	Quantity	Units	Inward No	Date	
1	Lotus Plants	-	50	No's			
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
Remarks: Towards Lotus Pond plantation Purpose.							
Prepared By		R.Ashok		Approved by		S.V.Subba Reddy	
Sign.& Date		05.02.2022		Sign. & Date			

85228

  
**APPROVED**  
**10 5 FEB 2022**  
 P. Prasad  
 Sr. MANAGER PURCHASE

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