

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		3/6/22		Prepared by		C. N. W. K.		Serial no.		
Supplier name		PROP PROPERTY				HO inward no.				
Firm/Company		Mani Realty		Project		Malabar		HO received date		
PO/WO date				PO/WO No.		4116		Scan ID.		
Sl no.	Bill no.	Bill date	Bill amount	Original attached						
1.	SAC/24	1/6/22	3540/-	<input 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):										
Proof of delivery by way of: <input 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.:						Proof of delivery matches MRN		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Amount B – Other Credits : Transportation charges										
Amount C – Other Debits :										
Amount D (D=A+B-C) – Amount to be credited to the supplier:										
Amount E – PO / WO value: 3540/-										
Amount F – Difference (A – E): 3540/-										
Quantity received as per PO / WO				<input type="checkbox"/> Yes <input type="checkbox"/> Excess received <input type="checkbox"/> Short received <input type="checkbox"/> Part received						
Close PO / WO				<input type="checkbox"/> Yes <input type="checkbox"/> No – wait for balance material <input type="checkbox"/> Other						
Payment – due date										
Remarks:										
Approved by		Purchase Officer		Purchase Manager		M D		Accountant		Accounts Manager
Name:		C. N. W. K.		[Signature]						
Sign:		[Signature]		[Signature]						
Date		3/6/22								
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.

INVOICE

Mehta Propproperty Online Private Limited # 4-3-41/2, First Floor Ghasmandi Road, Secunderabad GSTIN/UIN: 36AAKCM3777H1Z1 Statem Name : Telangana,Code :03	Invoice No.	SAL/24
Modi Realty (Mallapur) LLP 5-4-187/3&4,2nd Floor,Soham Mansion MG Road Secunderabad Hyderabad GSTIN/UIN: 36AAEFM1459R1ZP Statem Name : Telangana,Code :03	Invoice Date.	01/06/2022
Mehta Propproperty Online Private Limited		
Account Details		
Account Holder Name:		MEHTA PROPPROPERTY ONLINE PRIVATE LIMITED
Account Number:		009763300000776
IFSC Code:		YESB0000097

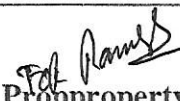
S.No	Project Name	Address	Qty	Rate	Amount
1	Gulmohar Residency - GMR	Mallapur	6	500	3,000.00
	CGST +9%	Near Habsiguda			270.00
	SGST +9%	Hyderabad			270.00
Total					3,540.00

Amount Chargeable(in words) E.&O.E

Indian Rupees: THREE THOUSAND FIVE HUNDRED AND FOURTY RUPEES ONLY

	Taxable Value	Central Tax		State Tax	
		Rate	Amount	Rate	Amount
	3,000.00	9%	270.00	9%	270.00
Total	3,000.00		270.00		270.00

Tax Amount (in words) : FIVE HUNDRED AND FOURTY RUPEES ONLY


Thanks & Regards,
Annaboina S Divya
Propproperty Marketing Manager,
Email: divyapropproperty@gmail.com
Contact: 9100377088

Handwritten signature