PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	3/6/22	Prepared by	Y.MNALI	Serial no.	
Supplier name	PROP PROPERTY			HO inward no.	
Firm/Company	Mehta's Mod. Realty Kowlwar	Project		HO received date	
PO/WO date		PO/WO No.		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	SAL/23	30/5/22	2950/	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report			
MRN nos.:		Proof of delivery matches MRN	□ Yes □ No
Amount B – Other Credits : Transportation charges			
Amount C – Other Debits :			
Amount D (D=A+B-C) – Amount to be credited to the supplier:			2950/–
Amount E – PO / WO value:			2950/–
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	8/6/22		
Remarks:			

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Y.MNALI				
Sign:	[signature]	[signature]			
Date	3/6/22				
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED BY JUN 2022 PRASAD MANAGER PROMOTIONS

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.

PROPERTY

INVOICE

Mehta Proppropery Online Private Limited # 4-3-41/2, First Floor Ghasmandi Road, Secunderabad GSTIN/UIN: 36AAKCM3777H1Z1 Statem Name : Telangana,Code :03	Invoice No.	SAL/23
	Invoice Date.	30/05/2022
	Mehta Proppropery Online Private Limited	
	Account Details	
Mehta and Modi Realty Kowkur LLP 5-4-187/3&4,2nd Floor,Soham Mansion MG Road Secunderabad Hyderabad GSTIN/UIN: 36ABLFM7631F1Z3 Statem Name : Telangana,Code :03	**Account Holder Name:**	**MEHTA PROPPROPERTY ONLINE PRIVATE LIMITED**
	Account Number:	009763300000776
	IFSC Code:	YESB0000097

S.No	Project Name	Address	Qty	Rate	Amount
1	Greenwood Heights	Kowkur	5	500	2,500.00
	CGST +9%	Near Yapral			225.00
	SGST +9%	Hyderabad			225.00
	Total				**2,950.00**

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

Indian Rupees: TWO THOUSAND NINE HUNDRED AND FIFTY RUPEES ONLY

	Taxable Value	Central Tax		State Tax	
		Rate	Amount	Rate	Amount
	2,500.00	9%	225.00	9%	225.00
Total	**2,500.00**		**450.00**		**450.00**

Tax Amount (in words) : FOUR HUNDRED AND FIFTY RUPEES

Thanks & Regards,
Annaboina S Divya
Propproperty Marketing Manager,
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Contact: 9100377088