

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 3/6/22		Prepared by: Y. M. W. K.		Serial no.	
Supplier name: PHOP PROPERTY				HO inward no.	
Firm/Company: Mehtara, Mrs. R. K. Kaur		Project: Kauri		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:					
Amount E - PO / WO value: 2950					
Amount F - Difference (A - E): 2950					
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			3/6/22		
Remarks:					
Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Y. M. W. K.				
Sign:					
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.

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/23 Invoice Date. 30/05/2022	
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			Mehta Propproperty Online Private Limited Account Details Account Holder Name: MEHTA PROPPROPERTY ONLINE PRIVATE LIMITED Account Number: 009763300000776 IFSC Code: YESB0000097	

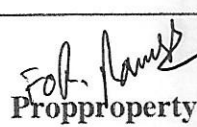
S.No	Project Name	Address	Qty	Rate	Amount
1	Greenwood Heights	Kowkur	5	500	2,500.00
	CGST +9%	Near Yapral			225.00
	SGST +9%	Hyderabad			225.00
Total					2,950.00

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	Rate	Amount		
2,500.00	9%	225.00	9%	225.00		
Total		450.00				450.00

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



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