

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	5/7/22	Prepared by	C. M. W. K.	Serial no.	
Supplier name	PROP PROPERTY			HO inward no.	
Firm/Company	Mooi Realty	Project Valley	Genome-EP	HO received date	
PO/WO date		PO/WO No.	1519	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	SA2/41	27/6/22	5310	<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: DCs/bill Steel report RMC pour report Solid block report Installation report

MRN nos.:		Proof of delivery matches MRN	<input type="checkbox"/> Yes <input type="checkbox"/> No
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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: 5310

Amount F - Difference (A - E): 5310

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	MD	Accountant	Accounts Manager
Name:	C. M. W. K.				
Sign:					
Date	5/7/22				
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 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.

INVOICE

Mehta Propproperty Online Private Limited # 4-3-41/2, First Floor Ghasmandi Road, Secunderabad GSTIN/UN: 36AAKCM3777H1Z1 Statem Name : Telangana,Code :03 Modi Realty Genome Vallay LLP 5-4-187/3&4,2nd Floor,Soham Mansion MG Road Secunderabad Hyderabad GSTIN/UN: 36ABFFM3063P1ZU Statem Name : Telangana,Code :03	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Invoice No.</td> <td>SAL/41</td> </tr> <tr> <td>Invoice Date.</td> <td>27/06/2022</td> </tr> <tr> <td colspan="2" style="text-align: center;">Mehta Propproperty Online Private Limited</td> </tr> <tr> <td colspan="2" style="text-align: center;">Account Details</td> </tr> <tr> <td>Account Holder Name:</td> <td>MEHTA PROPPROPERTY ONLINE PRIVATE LIMITED</td> </tr> <tr> <td>Account Number:</td> <td>009763300000776</td> </tr> <tr> <td>IFSC Code:</td> <td>YESB0000097</td> </tr> </table>	Invoice No.	SAL/41	Invoice Date.	27/06/2022	Mehta Propproperty Online Private Limited		Account Details		Account Holder Name:	MEHTA PROPPROPERTY ONLINE PRIVATE LIMITED	Account Number:	009763300000776	IFSC Code:	YESB0000097
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S.No	Project Name	Address	Qty	Rate	Amount
1	Bloomdale Residency - GMR CGST +9%	Genome Valley Near Shamirpet	9	500	4,500.00
	SGST +9%	Hyderabad			405.00
Total					5,310.00

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

Indian Rupees: FIVE THOUSAND THREE HUNDRED AND TEN RUPEES ONLY

	Taxable Value	Central Tax		State Tax	
		Rate	Amount	Rate	Amount
	4,500.00	9%	405.00	9%	405.00
Total	4,500.00		405.00		405.00

Tax Amount (in words) : EIGHT HUNDRED AND TEN RUPEES ONLY





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