

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 5/7/22		Prepared by: <i>[Signature]</i>		Serial no.	
Supplier name: Prop PROPERTY				HO inward no.	
Firm/Company: Menka		Project: MRS. KAWKUP		HO received date	
PO/WO date		PO/WO No.		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	SAC/44	27/6/22	8850	☐ 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
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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: 8850

Amount F - Difference (A - E): 8850

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

Remarks:

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	<i>[Signature]</i>	<i>[Signature]</i>			
Sign:	<i>[Signature]</i>	<i>[Signature]</i>			
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 3. 5. This report must reach HO within one working day of approval by purchase officer/purchase manager.

INVOICE

Propproperty Online Private Limited 1/2, First Floor Mandi Road, Secunderabad GSTIN/UIN: 36AAKCM3777H1Z1 State Name : Telangana, Code :03 Mehta and Modi Realty Kowkur LLP 5-4-187/3&4, 2nd Floor, Soham Mansion MG Road Secunderabad Hyderabad GSTIN/UIN: 36ABLFM7631F1Z3 State Name : Telangana, Code :03			Invoice No. SAL/44 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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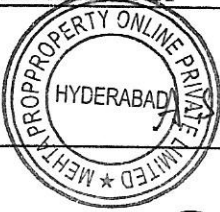
S.No	Project Name	Address	Qty	Rate	Amount
1	Greenwood Heights	Kowkur	15	500	7,500.00
	CGST +9%	Near Yapral			675.00
	SGST +9%	Hyderabad			675.00
Total					8,850.00

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

Indian Rupees: EIGHT THOUSAND EIGHT HUNDRED AND FIFTY RUPEES ONLY

Taxable	Value	Central Tax		State Tax	
		Rate	Amount	Rate	Amount
	7,500.00	9%	675.00	9%	675.00
Total	7,500.00		675.00		675.00

Tax Amount (in words) : THIRTEEN HUNDRED AND FIFTY RUPEES ONLY



Thanks & Regards,
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