

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	21/7/22	Prepared by	C. Prakash	Serial no.	
Supplier name	PROP PROPERTY			HO inward no.	
Firm/Company	PROP PROPERTY	Project	UP	HO received date	
PO/WO date		PO/WO No.	18/7/22	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	SAC/57	25/7/22	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: 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: 3540/-

Amount F - Difference (A - E): 3540/-

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: 25/7/22

Remarks:

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	C. Prakash				
Sign:					
Date	21/7/22				
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 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/51
Modi Realty Genome Vallay LLP 5-4-187/3&4,2nd Floor,Soham Mansion MG Road Secunderabad Hyderabad GSTIN/UIN: 36ABFFM3063P1ZU Statem Name : Telangana,Code :03	Invoice Date.	18/07/2022
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	Bloomdale Residency - GMR CGST +9% SGST +9%	Genome Valley Near Shamirpet Hyderabad	6	500	3,000.00 270.00 270.00
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,
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