

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		8/8/22		Prepared by		UPWKA		Serial no.			
Supplier name		Mehtas Properties Online Pvt Ltd						HO inward no.			
Firm/Company		Mehtas Properties		Project		UP		HO received date			
PO/WO date				PO/WO No.		447		Scan ID.			

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	SAL/59	1/8/22	7788	☐ 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:

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

15/8/22

Remarks:

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	UPWKA				
Sign:					
Date	8/8/22				
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/UIN: 36AAKCM3777H1Z1 Statem 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 Statem Name : Telangana,Code :03			Invoice No. SAL/59 Invoice Date. 01/08/2022 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	10	660	6,600.00
	CGST +9%	Near Yapral			594.00
	SGST +9%	Hyderabad			594.00
Total					7,788.00

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

Indian Rupees: SEVEN THOUSAND SEVEN HUNDRED AND EIGHTY EIGHT RUPEES ONLY

	Taxable	Central Tax		State Tax	
	Value	Rate	Amount	Rate	Amount
	6,600.00	9%	594.00	9%	594.00
Total	6,600.00		594.00		594.00

Tax Amount (in words) **ONE THOUSAND ONE HUNDRED AND EIGHTY EIGHT RUPEES ONLY**



Signature

Thanks & Regards,
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