

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 27/7/22		Prepared by: C. MUKHERJEE		Serial no.	
Supplier name: Mehraj Properties Online Private		Project: Belamban		HO inward no.	
Firm/Company: MDR Realty		Project: Belamban		HO received date	
PO/WO date		PO/WO No.		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	SAL/SS	25/7/22	5451	☐ 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: 1/8/22

Remarks:

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	C. MUKHERJEE				
Sign:					
Date:	27/7/22				
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/UID: 36AAKCM3777H1Z1 State Name : Telangana, Code :03			Invoice No.	SAL/55
Mehta Realty (Pocharam) LLP 4-187/3&4, 2nd Floor, Soham Mansion G Road Secunderabad Hyderabad GSTIN/UID: 36ABIFM1836H1Z7 State Name : Telangana, Code :03			Invoice Date.	25/07/2022
			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	Nilgiri Heights	Pocharam	7		4,620.00
	CGST +9%	Near Infosys		660	415.80
	SGST +9%	East Hyderabad			415.80
Total					5,451.60

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

Indian Rupees: FIVE THOUSAND FOUR HUNDRED AND FIFTY ONE RUPEES ONLY

	Taxable Value	Central Tax		State Tax	
		Rate	Amount	Rate	Amount
	4,620.00	9%	415.80	9%	415.80
Total	4,620.00		415.80		415.80

Net Amount (in words) : EIGHT HUNDRED AND THIRTY ONE RUPEES ONLY



Thanks & Regards,
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Experience the first online marketplace for Construction Industry!
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