

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 24/8/22		Prepared by: C. Pruthi		Serial no.	
Supplier name: Mena Prop Bopali online Pvt Ltd				HO inward no.	
Firm/Company: Mena Prop Bopali online Pvt Ltd		Project: C. Pruthi		HO received date	
PO/WO date		PO/WO No.		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	SAC/71	16/8/22	3894	☐ 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
Amount B – Other Credits : Transportation charges			
Amount C – Other Debits :			
Amount D (D=A+B-C) – Amount to be credited to the supplier:			3894
Amount E – PO / WO value:			3894
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		29/8/22	
Remarks:			

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	C. Pruthi				
Sign:					
Date	24/8/22				
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 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			Invoice No.		SAL/71
# 4-3-41/2, First Floor			Invoice Date.		16/08/2022
Ghasmandi Road, Secunderabad			Mehta Propproperty Online Private Limited		
GSTIN/UIN: 36AAKCM3777H1Z1			Account Details		
State Name : Telangana, Code :03			Account Holder Name:		
Mehta and Modi Realty Kowkur LLP			MEHTA PROPPROPERTY ONLINE PRIVATE LIMITED		
5-4-187/3&4, 2nd Floor, Soham Mansion			Account Number:		
MG Road Secunderabad			009763300000776		
Hyderabad			IFSC Code:		
GSTIN/UIN: 36ABLFM7631F1Z3			YESB0000097		
State Name - Telangana, Code :03					

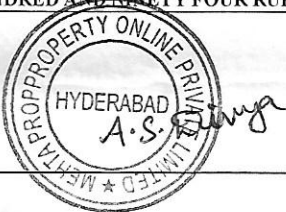
S.No	Project Name	Address	Qty	Rate	Amount
1	Greenwood Heights	Kowkur	5	660	3,300.00
	CGST +9%	Near Yaprall			297.00
	SGST +9%	Hyderabad			297.00
Total					3,894.00

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

Indian Rupees: THREE THOUSAND EIGHT HUNDRED AND NINETY FOUR RUPEES ONLY

	Taxable	Central Tax		State Tax	
	Value	Rate	Amount	Rate	Amount
	3,300.00	9%	297.00	9%	297.00
Total	3,300.00		297.00		297.00

Tax Amount (in words) : FIVE HUNDRED AND NINETY FOUR RUPEES ONLY



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