

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		2/9/22		Prepared by		C. P. W. K. S.		Serial no.			
Supplier name		Mentha & Prop Property online Pvt Ltd						HO inward no.			
Firm/Company		Project		Mentha & Prop Property online Pvt Ltd		HO received date					
PO/WO date		PO/WO No.				Scan ID.					
Sl no.	Bill no.			Bill date		Bill amount		Original attached			
1.	SAC/79			29/8/22		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:											
Amount E – PO / WO value:								3894/-			
Amount F – Difference (A – E):								3894/-			
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				5/9/22							
Remarks:											
Approved by		Purchase Officer		Purchase Manager		MD		Accountant		Accounts Manager	
Name:		C. P. W. K. S.									
Sign:											
Date		2/9/22									
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 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/78 Invoice Date. 29/08/2022 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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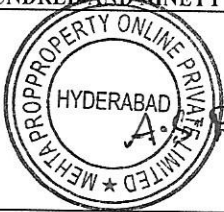
S.No	Project Name	Address	Qty	Rate	Amount
1	Greenwood Heights CGST +9% SGST +9%	Kowkur Near Yaprall Hyderabad	5	660	3,300.00 297.00 297.00
Total					3,894.00

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

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

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

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



A. S. Divya

Thanks & Regards,
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