

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	10/10/22	Prepared by	Y. H. M. A.	Serial no.	
Supplier name	Mentha Properties online Pvt. Ltd			HO inward no.	
Firm/Company	AKKTA J. M. P.	Project	AKKTA J. M. P.	HO received date	
PO/WO date		PO/WO No.		Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	SA-84	26/9/22	778	☐ 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:					
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		17/10/22			
Remarks:					
Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Y. H. M. A.				
Sign:					
Date	10/10/22				
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	Invoice No.	SAL/84	
Ghasmandi Road, Secunderabad	Invoice Date.	26/09/2022	
GSTIN/UIN: 36AAKCM3777H1Z1	Mehta Propproperty Online Private Limited		
Statem Name : Telangana,Code :03	Account Details		
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	Account Holder Name:	MEHTA PROPPROPERTY ONLINE PRIVATE LIMITED	
	Account Number:	009763300000776	
	IFSC Code:	YESB0000097	

S.No	Project Name	Address	Qty	Rate	Amount
1	Greenwood Heights	Kowkur	1	660	660.00
	CGST +9%	Near Yapral			59.40
	SGST +9%	Hyderabad			59.40
	Total				778.80

Amount Chargeable(in words)	E.&O.E
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Indian Rupees: SEVEN HUNDRED AND SEVENTY EIGHT RUPEES ONLY

	Taxable	Central Tax		State Tax	
	Value	Rate	Amount	Rate	Amount
	660.00	9%	59.40	9%	59.40
Total	660.00		59.40		59.40

Tax Amount (in words) : ONE HUNDRED AND EIGHTEEN RUPEES ONLY

Thanks & Regards,

Annaboina S Divya

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