

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 10/10/22		Prepared by: J. M. W. K. S.		Serial no.	
Supplier name: Mena's Properties Online RTU		Project: Health Kiosk up		HO inward no.	
Firm/Company: Mena's Properties		PO/WO No.		HO received date	
PO/WO date		Scan ID.			

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	SA/86	6/10/22	3,894/-	☐ 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	17/10/22	
Remarks:		

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	J. M. W. K. S.				
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 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.

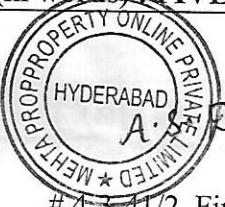
INVOICE

Mehta Propproperty Online Private Limited		<i>A.S. Divya</i>	
# 4-3-41/2, First Floor	Invoice No.	SAL/86	
Ghasmandi Road, Secunderabad	Invoice Date.	06/10/2022	
GSTIN/UIN: 36AAKCM3777H1Z1	Mehta Propproperty Online Private Limited		
Statem Name : Telangana, Code :03	Account Details		
Mehta and Modi Realty Kowkur LLP	Account Holder Name:	MEHTA PROPPROPERTY ONLINE PRIVATE LIMITED	
5-4-187/3&4, 2nd Floor, Soham Mansion	Account Number:	009763300000776	
MG Road Secunderabad	IFSC Code:	YESB0000097	
Hyderabad			
GSTIN/UIN: 36ABLFM7631F1Z3			
Statem Name : Telangana, Code :03			

S.No	Project Name	Address	Qty	Rate	Amount
1	Greenwood Heights	Kowkur	5	660	3,300.00
	CGST +9%	Near Yapral			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 NINEY 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



A.S. Divya

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