

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 17/11/22		Prepared by: C. P. W. K.		Serial no.	
Supplier name: Menta Prop Property Online RT 920				HO inward no.	
Firm/Company: Menta Prop		Project: Keweenaw		HO received date	
PO/WO date		PO/WO No.		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1	3AC/96	8/11/22	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
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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: 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: 21/11/22

Remarks:

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	C. P. W. K.				
Sign:					
Date	17/11/22				
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, Every 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/96
# 4-3-41/2, First Floor		Invoice Date.	08/11/2022
Ghasmandi Road, Secunderabad			
GSTIN/UIN: 36AAKCM3777H1Z1		Mehta Propproperty Online Private Limited	
State 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 State 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	5	660	3,300.00
	CGST +9%	Near Yapral			297.00
	SGST +9%	Hyderabad			297.00
	Total				3,894.00
Amount Gl.....					3,894.00

Amount Chargeable(in words)

3,894.00

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,

Annaboina S Divya

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