

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 29/11/22		Prepared by: [Signature]		Serial no.	
Supplier name: Mena Prop Realty online PM 190		Project: MPR Realty Scheme 4		HO inward no.	
Firm/Company: MPR Realty		PO/VO No.		HO received date	
PO/VO date		PO/VO No.		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	SAL/103	28/11/22	3115	☐ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A - Bills total (Including Transport & Hamali Charges):

Proof of delivery by way of: ☐ DC bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report

MRN no.:	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/VO value: 3115

Amount F - Difference (A - E): 3115

Quantity received as per PO/VO: ☐ Yes ☐ Excess received ☐ Short received ☐ Part received

Close PO/VO: ☐ Yes ☐ No - wait for balance material ☐ Other

Payment - due date: 5/12/22

Remarks:

Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:	[Signature]	[Signature]			
Sign:	[Signature]	[Signature]			
Date:	29/11/22				
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 bill, 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/UTN: 36AAKCM3777H1Z1 Statem Name : Telangana,Code :03		Invoice No. SAL/103 Invoice Date. 23/11/2022
Modi Realty (Pocharam) LLP 5-4-187/3&4,2nd Floor,Soham Mansion MG Road Secunderabad Hyderabad GSTIN/UTN: 36ABIFM1836H1Z7 Statem Name : Telangana,Code :03		Mehta Propproperty Online Private Limited Account Details Account Holder Name: MEHTA PROPPROPERTY ONLINE PRIVATE LIMITED Account Number: 009763300000776 IFSC Code: YESB00000097

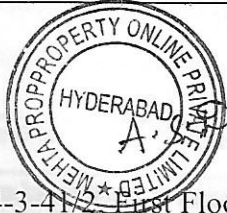
S.No	Project Name	Address	Qty	Rate	Amount
1	Nilgiri Heights	Pocharam	4	660	2,640.00
	CGST +9%	Near Infosys			237.60
	SGST +9%	East Hyderabad			237.60
Total					3,115.20

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

Indian Rupees: THREE THOUSAND ONE HUNDRED AND FIFTEEN RUPEES ONLY

	Taxable Value	Central Tax		State Tax	
		Rate	Amount	Rate	Amount
	2,640.00	9%	237.60	9%	237.60
Total	2,640.00		237.60		237.60

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



Thanks & Regards,
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