

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 29/11/22		Prepared by: Y. P. N. K. A. L.		Serial no.	
Supplier name: Menta Property online Pvt Ltd		Project: Ready to move flat		HO inward no.	
Firm/Company: Menta Prop		PO/VO No.		HO received date	
PO/VO date		Scan ID.			

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1	SAL/102	23/11/22	6230/-	☐ 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: 6230/-

Amount F - Difference (A - E): 6230/-

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:	Y. P. N. K. A. L.				
Sign:					
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 3 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

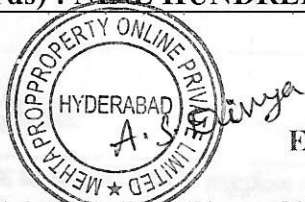
INVOICE		
Mehta Propproperty Online Private Limited		
# 4-3-41/2, First Floor	Invoice No.	SAL/102
Ghasmandi Road, Secunderabad	Invoice Date.	23/11/2022
GSTIN/UIN: 36AAKCM3777H1Z1	Mehta Propproperty Online Private Limited	
Statem Name : Telangana,Code :03	Account Details	
Mehta and Modi Realty Kowkur 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	8	660	5,280.00
	CGST +9%	Near Yapral			475.20
	SGST +9%	Hyderabad			475.20
Total					6,230.40
Amount Chargeable(in words)					E.&O.E

Indian Rupees: SIX THOUSAND TWO HUNDRED AND THIRTY RUPEES ONLY

	Taxable	Central Tax		State Tax	
	Value	Rate	Amount	Rate	Amount
	5,280.00	9%	475.20	9%	475.20
Total	5,280.00		475.20		475.20

Tax Amount (in words) : NINE HUNDRED AND FIFTY RUPEES ONLY



Thanks & Regards,

Annaboina S Divya

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