

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 29/11/22		Prepared by: J. MUKHI		Serial no.	
Supplier name: Mehta PROPPROPERTY ONLINE PVT LTD		Project: Mod. Rcah Mall RK UP		HO inward no.	
Firm/Company: Mod. Rcah Mall RK UP		PO/WO No.:		HO received date	
PO/WO date:		Scan ID:			
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	SAC/98	15/11/22	11682/-	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
3.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
4.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Amount A - Bills total (Excluding Transport & Hamali Charges):					
Proof of delivery by way of: <input type="checkbox"/> DCs/bill <input type="checkbox"/> Steel report <input type="checkbox"/> RMC pour report <input type="checkbox"/> Solid block report <input type="checkbox"/> Installation report					
MRN nos.:			Proof of delivery matches MRN		<input type="checkbox"/> Yes <input type="checkbox"/> 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:				11682/-	
Amount F - Difference (A - E):				11682	
Quantity received as per PO / WO			<input type="checkbox"/> Yes <input type="checkbox"/> Excess received <input type="checkbox"/> Short received <input type="checkbox"/> Part received		
Close PO / WO			<input type="checkbox"/> Yes <input type="checkbox"/> No - wait for balance material <input type="checkbox"/> Other		
Payment - due date			5/12/22		
Remarks:					
Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:	J. Mukhi	J. Mukhi			
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 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 # 4-3-41/2, First Floor Ghasmandi Road, Secunderabad GSTIN/UIN: 36AAKCM3777H1Z1 Statem Name : Telangana,Code :03 Modi Realty (Mallapur) LLP 5-4-187/3&4,2nd Floor,Soham Mansion MG Road Secunderabad Hyderabad GSTIN/UIN: 36AAEFM1459R1ZP Statem Name : Telangana,Code :03	Invoice No. SAL/98 Invoice Date. 15/11/2022	Mehta Propproperty Online Private Limited Account Details Account Holder Name: MEHTA PROPPROPERTY ONLINE PRIVATE LIMITED Account Number: 009763300000776 IFSC Code: YESB0000097
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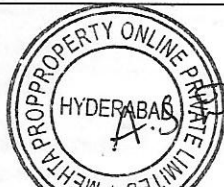
S.No	Project Name	Address	Qty	Rate	Amount
1	Gulmohar Residency - GMR	Mallapur	15	660	9,900.00
	CGST +9%	Near Habsiguda			891.00
	SGST +9%	Hyderabad			891.00
Total					11,682.00

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

Indian Rupees: ELEVEN THOUSAND SIX HUNDRED AND EIGHTY TWO RUPEES ONLY

	Taxable Value	Central Tax		State Tax	
		Rate	Amount	Rate	Amount
	9,900.00	9%	891.00	9%	891.00
Total	9,900.00		891.00		891.00

Tax Amount (in words) : ONE THOUSAND SEVEN HUNDRED AND EIGHTY TWO RUPEES ONLY



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Thanks & Regards,
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