

PURCHASE DIVISION
Advice for approval for credit to supplier

Date	26/12/22	Prepared by	CPM	Serial no.	
Supplier name	MENA Properties One & One	Project	HO issued no.		
Firm/Company	MENA Group	PO/WO No.	HO received date		
PO/WO date			Item ID		
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1	SAC/112	13/12/22	3115	☐ Yes ☒ No	
2				☐ Yes ☒ No	
3				☐ Yes ☒ No	
4				☐ Yes ☒ No	
Amount A - Bill total (Including Transport & Transit Charges)					
Proof of delivery by way of ☐ B/C bill ☐ Bill report ☐ RMC per report ☐ Solid block report ☐ Installation report					
Item no.		Proof of delivery matches item	☐ 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.					
Amount E - PO / WO value					
Amount F - Difference (A - E)					
Quantity received as per PO/WO					
☐ Yes ☐ Status received ☐ Short received ☐ Part received					
Close PO / WO					
☐ Yes ☐ No - wait for balance material ☐ Other					
Payment - due date					
Remarks					
Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name	CPM				
Sign					
Date	26/12/22				
Approval Limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

Notes: 1. In case amount to be credited to supplier and the bill total does not match, respondents 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 weightment slips, RMC batch report, duplicate documents. Every bill, test reports, etc. 4. In Amount A, include transport, transit charges, etc., and include in Amount B. 5. This report must reach HC 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/UTIN: 36AAKCM3777H1Z1 State Name : Telangana, Code : 03			Invoice No. SAL/112 Invoice Date. 13-12-2022 Mehta Propproperty Online Private Limited Account Details	
Mehta and Modi Realty LLP Kowkur LLP 5-4-187/3&4, 2nd Floor, Soham Mansion MG Road Secunderabad Hyderabad GSTIN/UTIN: 36ABLFM7631F1Z3 State Name : Telangana, Code : 03			Account Holder Name: MEHTA PROPPROPERTY ONLINE PRIVATE LIMITED Account Number: 009763300000776 IFSC Code: YESB0000097	

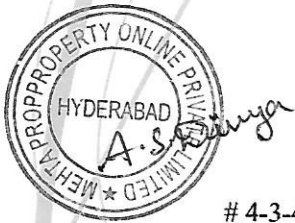
S.No	Project Name	Address	Qty	Rate	Amount
1	Greenwood Heights	Kowkur	4	660	2,640.00
	CGST +9%	Near			237.6
	SGST +9%	Yapral			237.6
Total					3,115.20

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%	237.6	9%	237.6
Total	2,640.00		237.6		237.6

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



Thanks & Regards,
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