

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	26/12/22	Prepared by	Chowdhury	Serial no.	
Supplier name	MENA Prop Property online Pvt Ltd			HO issued no.	
Firm/Company	MDO: Health & Safety			HO received date	
PO/VO date		PO/VO No.	1044	Scan ID	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1	SAC/111	13/12/22	5451	☐ Yes ☒ No	
2				☐ Yes ☒ No	
3				☐ Yes ☒ No	
4				☐ Yes ☒ No	
Amount A - Bill total (including Transport & Manual Charges)					☐ Yes ☒ No

Proof of delivery by way of ☐ B/C bill ☐ Bill report ☐ RMC pass report ☐ Solid block report ☐ Installation report

MERN no.:		Proof of delivery number MERN	☐ 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

Amount F - Difference (A - E)

Quantity needed as per PO/VO

☐ Yes ☒ Items received ☐ Short received ☐ Part received

Class PO/VO

☐ Yes ☒ No - wait for balance material ☐ Other

Payment - due date

Remarks:

Approved by	Purchase Officer	Purchase Manager	M.D	Accountant	Accounts Manager
Name:	Chowdhury				
Sign:					
Date:	26/12/22				
Approved 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, accountants to prepare JV for debit or credit.
2. This bill 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 weightment slips, RMC batch reports, duplicate documents, Entry bills, test reports, etc. 4. In Amount A, include transport, Manual charges, etc., and include 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 State Name : Telangana, Code :03			Invoice No. SAL/111 Invoice Date. 13-12-2022	
Modi Realty (Pocharam) LLP 5-4-187/3&4, 2nd Floor, Soham Mansion MG Road Secunderabad Hyderabad GSTIN/UIN: 36ABIFM1836H1Z7 State Name : Telangana, Code :03			Mehta Propproperty Online Private Limited Account Details Account Holder Name: MEHTA PROPPROPERTY ONLINE PRIVATE LIMITED Account Number: 009763300000776 IFSC Code: YESB0000097	

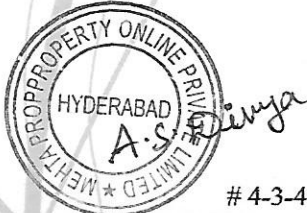
S.No	Project Name	Address	Qty	Rate	Amount
1	Nilgiri Heights CGST +9% SGST +9%	Pocharam Near Infosys East Hyderabad	7	660	4,620.00 415.8 415.8
Total					5,451.60

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

Indian Rupees : FIVE THOUSAND FOUR HUNDRED AND FIFTY ONE RUPEES ONLY

	Taxable Value	Central Tax		State Tax	
		Rate	Amount	Rate	Amount
	4,620.00	9%	415.8	9%	415.8
Total	4,620.00		415.8		415.8

Tax Amount (in words) : EIGHT HUNDRED AND THIRTY ONE RUPEES ONLY



Thanks & Regards,
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