PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	26/12/22	Prepared by	Pinki	Serial no.	
Supplier name	TOOH MEDIA			HO inward no.	
Firm/Company	MODI Realty Pachavam	Project	HGH	HO received date	
PO/WO date		PO/WO No.		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	104	1/11/22	11800/-	☐ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No
				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	
MRN no.:	Proof of delivery matches MRN ☐ 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	11800/-
Amount F – Difference (A – E):	11800/-
Quantity received as per PO /WO	☐ Yes ☐ Excess 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	M D	Accountant	Accounts Manager
Name:	Pinki				
Sign:					
Date	26/12/22	APPROVED BY 26 DEC 2022 PRASAD MANAGER-PROMOTIONS			
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, Proxy 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.

TOOH Media

INVOICE

Name :	M/S. Modi Realty Pocharam LLP,	Date:	December 5, 2022
Address :	MG Road	Inv. No.:	104
City :	Secundrabad	Pan No.:	AAMFT3704G
GSTIN:	36ABIFM1836H1Z7	GSTIN:	36AAMFT3704G1Z5
P.O No:	Varbal	HAC Code:	998361
Period:	01/11/2022 to 30/11/2022	Campaign:	Modi Builders
State of Supply: Telangana		State Code:	36

Sr	PARTICULARS	Number Of Months	Hoarding Charges per Months	TOTAL
1	Jodimetla Bus Bay @ Medha Servo Area: 205sft	1	10000	10,000
				10,000
	CGST @ 9%			900
	SGST @ 9%			900
	(Rupees Eleven Thousands Eight Hundred Only)			11,800

Payment Details

ALL PAYMENTS TO BE MADE IN THE NAME OF
"T OOH MEDIA"
Bank NAME: KOTAK MAHINDRA BANK
Account No: 2512118952
IFSC Code: KKBK0007477
Branch: Tirumalagir

T OOH MEDIA HYD.

FOR T OOH MEDIA

Gopam

(AUTHORISED SIGNATORY)

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