

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 10/1/23		Proposed by: Y. W. K. H.		Status: ☐ Pending ☐ Approved	
Supplier name: Mehlay Proprietary sdn bhd		PO issued no:			
Firm/Company: MADU REACT		PO issued date:			
PO/VO no:		PO/VO no:		Item ID:	
Item	QTY	Unit	Unit cost	Original attached	
1	118		28/12/22	7009 /	
2				☐ Yes ☐ No	
3				☐ Yes ☐ No	
4				☐ Yes ☐ No	
Amount A - Bill total (including Transport & Insured Charges):					
Proof of delivery by way of ☐ BOC bill ☐ Road report ☐ RMC pass report ☐ Bill of lading report ☐ Insurance report					
Date:		Proof of delivery number:		☐ Yes ☐ No	
Amount B - Other Credits: Transportation charges					
Amount C - Other Credits:					
Amount D (B-A-B-C) - Amount to be credited to the supplier:					
Amount E - PO/VO value:				7009 /	
Amount F - Difference (A-E):				7009 /	
Quantity received as per PO/VO		☐ Yes ☐ Short received ☐ Short received ☐ Full received			
Class PO/VO		☐ Yes ☐ No - wait for balance material ☐ Other			
Payment - due date					
Remarks:					
Approved by:	Purchase Officer	Purchase Manager	MD	Accountant	Account Manager
Name:	Y. W. K. H.				
Signature:					
Date:	10/1/23				
Approved Mark:	Up to 2%	Above 2%	Above 10%	Up to 2%	Above 2%

Note: 1. In case amount to be credited to supplier and the bill total does not match, accountants to prepare PV 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 invoice, original transportation. 3. Do not attach additional documents like warehouse slip, RMC batch report, duplicate documents, Empty bill, test report, etc. 4. In Amount A, include transport, insured charges, etc., and insured invoice in Amount B. 5. This report must reach MD within one working day of approval by purchase officer/purchase manager.

INVOICE

Mehta Propproperty Online Private Limited		Invoice No.	SAL/118
# 4-3-41/2, First Floor		Invoice Date.	28-12-2022
Ghasmandi Road, Secunderabad		Mehta Propproperty Online Private Limited	
GSTIN/UTN: 36AAKCM3777H1Z1		Account Details	
State Name : Tclangana, Code :03		Account Holder Name:	MEIITA PROPPROPERTY ONLINE PRIVATE LIMITED
Modi Realty (Pocharam) LLP		Account Number:	009763300000776
5-4-187/3&4, 2nd Floor, Soham Mansion		IFSC Code:	YESB0000097
MG Road Secunderabad			
Hyderabad			
GSTIN/UTN: 36ABIFM1836H1Z7			
State Name : Tclangana, Code :03			

S.No	Project Name	Address	Qty	Rate	Amount
1	Nilgiri Heights CGST +9% SGST +9%	Pocharam Near Infosys East Hyderabad	9	660	5,940.00 534.6 534.6
Total					

Amount Chargeable(in words)

Indian Rupees : SEVEN THOUSAND AND NINE RUPEES ONLY

	Taxable Value	Central Tax		State Tax	
		Rate	Amount	Rate	Amount
	5,940.00	9%	534.6	9%	534.6
Total	5,940.00		534.6		534.6

Tax Amount (in words) : ONE THOUSAND AND SIXTY NINE RUPEES ONLY



Thanks & Regards,

Annaboina S Divya

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