## PURCHASE DIVISION

Advice for approval for credit to supplier

| | | | | | |
|---|---|---|---|---|---|
| Date: | 17/1/23 | Prepared by | Yamuna | Serial no. | |
| Supplier name | Mehta Bopproperty online Pvt LTD | | | HO inward no. | |
| Firm/Company | Modi Reality | Project Pochavaram LLP | MGH | HO received date | |
| PO/WO date | | PO/WO No. | | Scan ID. | |

| Sl no. | Bill no. | Bill date | Bill amount | Original attached |
|---|---|---|---|---|
| 1. | 123 | 10/1/23 | 9345 | ☐ Yes ☐ No |
| 2. | | | | ☐ Yes ☐ No |
| 3. | | | | ☐ Yes ☐ No |
| 4. | | | | ☐ 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 nos.: | | 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: | | | 9345/- |
| Amount E – PO / WO value: | | | 9345 |
| Amount F – Difference (A – E): | | | |
| 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: | Yamuna | | | | |
| Sign: | | | | | |
| Date | 17/1/23 | | | | |
| Approval limit | Upto 20k | Above 20k | Above 100k | Upto 20k | Above 20k |

APPROVED

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 Proppproperty Online Private Limited<br>[illegible] First Floor<br>[illegible] Road, Secunderabad [illegible] Telangana [illegible] | Invoice No. | [illegible] |
| | Date | [illegible] |
| | Mehta Proppproperty Online Private Limited<br>Account Details<br>Account Holder Name: [illegible] PRIVATE LIMITED [illegible]<br>Account Number, IFSC Code: [illegible] | |

| [illegible] | [illegible] | [illegible] | Qty | Rate | Amount |
|---|---|---|---|---|---|
| 1 | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] |
| | CGST [illegible] | [illegible] | | | 712.00 |
| | SGST [illegible] | East Hyderabad | | | 712.00 |
| | Total | | | | [illegible] |

Amount Chargeable (in words) [illegible]

Indian Rupee [illegible] THOUSAND THREE HUNDRED AND FORTY FIVE RUPEES ONLY

| | Taxable Value | Central Tax Rate | Central Tax Amount | State Tax Rate | State Tax Amount |
|---|---|---|---|---|---|
| | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] |
| Total | [illegible] | | 712.00 | | 712.00 |

Tax Amount (in words): ONE THOUSAND FOUR HUNDRED AND TWENTY FIVE RUPEES ONLY

**Thanks & Regards,**

[illegible]

Marketing Manager [illegible]

[illegible] the first online marketplace for Construction Industry!

Mehta Proppproperty Online Pvt. Ltd. [illegible]

[illegible] First Floor [illegible] Road, [illegible] Telangana [illegible]