PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	3/3/23	Prepared by	Yrwn	Serial no.	
Supplier name	Mehta Prop Property Online Pvt Ltd			HO inward no	
Firm/Company	Modi Realty	Project Mirtalguda... 214		HO received date	
PO/WO date		PO/WO No.		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	135	14/2/23	12,460/-	
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 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:			12,460/-
Amount E – PO / WO value.			12,460/-
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:	Yrwn				
Sign:	[signature]				
Date:	3/3/23				
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, 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 Propproperty Online Private Limited
[illegible] First Floor
Chenmandi Road, Secunderabad
GSTIN/UIN: [illegible]
State Name: Telangana, Code: 36

Invoice No.	[illegible]
Invoice Date	[illegible]
Mehta Propproperty Online Private Limited	
Account Details	
Account Holder Name:	MEHTA PROPPROPERTY ONLINE PRIVATE LIMITED
Account Number:	[illegible]
IFSC Code:	[illegible]

Modi Realty (Miryalaguda) LLP
[illegible] 2nd Floor, Soham Mansion
MG Road, Secunderabad
Hyderabad
GSTIN/UIN: [illegible]
State Name: Telangana, Code: 36

S.No.	Project Name	Address	Qty	Rate	Amount
1	AVR Damodar Homes	Miryalaguda Nalgonda	16	660	10,560.00
	CGST - 9%				950.40
	SGST - 9%				950.40
	Total				**12,460.80**

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

Indian Rupees: TWELVE THOUSAND FOUR HUNDRED SIXTY RUPEES ONLY

Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount
10,560.00	9%	950.40	9%	950.40
Total 10,560.00		**950.40**		**950.40**

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

Thanks & Regards,
Annaboina S Divya
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Experience the first online marketplace for Construction Industry
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