

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 3/3/23		Prepared by: C. H. H. H.		Serial no.	
Supplier name: MCHAS BOPPORENT online RPT 40		Project: MCHAS MOW. Rcaety 1000000000		HO inward no.	
PO/WO date:		PO/WO No.		HO received date	
Sl no.	Bill no.	Bill date	Bill amount	Scan ID.	
1.	189	21/2/23	9345/	Original attached	
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:					
Amount E – PO / WO value.				9345/	
Amount F – Difference (A – E):				9345/	
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
Name:		C. H. H. H.			
Sign:					
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

4-3-41/2, First Floor

Ghasmandi Road, Secunderabad

GSTIN UIN 36AAKCM3777H1Z1

State Name: Telangana, Code: 03

Mehta and Modi Realty Kowkur LLP

S-4-187/3 & 4, 2nd Floor, Soham Mansion

MG Road Secunderabad

Hyderabad

GSTIN UIN 36AB11M763H1Z3

State Name: Telangana, Code: 03

Invoice No. SAI/139

Invoice Date 21/02/2023

Mehta Propproperty Online Private Limited

Account Details

Account Holder Name: **MEHTA PROPPROPERTY ONLINE PRIVATE LIMITED**

Account Number: 009763300000776

IFSC Code: YI SB00000097

S.No	Project Name	Address	Qty	Rate	Amount
1	Greenwood Heights	Kowkur	12	660	7,920.00
	CGST + 9%	Near Yaprak			712.80
	SGST + 9%	Hyderabad			712.80

Total

Amount Chargeable (in words)

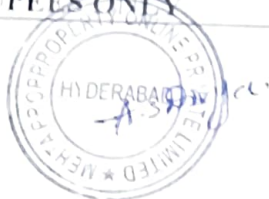
9,345.60

Indian Rupees: **NINE THOUSAND THREE HUNDRED FOURTY FIVE RUPEES ONLY**

E.&O.E

	Taxable	Central Tax		State Tax	
	Value	Rate	Amount	Rate	Amount
	7,920.00	9%	712.80	9%	712.80
Total	7,920.00		712.80		712.80

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



Thanks & Regards,

Annaboina S Divya

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