

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	3/3/23	Prepared by	Y. M. K. A.	Serial no.	
Supplier name	Mehar Bop Bop Bop Bop Bop Bop Bop			HO inward no.	
Supplier company	Modi Bop Bop Bop Bop Bop	Project	MPL	HO received date	
PO/WO date		PO/WO No.		Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	138	20/2/23	29,500/-	☐ 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
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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.

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:	Y. M. K. A.				
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

Modi Properties Pvt Ltd

5-4-187/3&4, 2nd Floor, Soham Mansion

MG Road Secunderabad

Hyderabad

GSTIN/UIN: 36AABCM4761E1ZM

State Name: Telangana, Code: 03

Invoice No: SAL 138

Invoice

Date: 20-02-2023

Mehta Propproperty Online Private Limited
Account Details
Account Holder
MEHTA PROPPROPERTY ONLINE PRIVATE LIMITED
Account Number:

009763300000776

IFSC Code:

YESB0000097

S.No	Project Name	Address	Qty	Rate	Amount
1	Social Media Activities	5-4-187/3&4, 2nd Floor, MG Road, Secunderabad, Hyderabad.	1	25000	25,000.00
	CGST +9%				2,250.00
	SGST +9%				2,250.00
Total					29,500.00

Amount Chargeable(in words)

E.&O.E

Indian Rupees: TWENTY NINE THOUSAND FIVE HUNDRED RUPEES ONLY

	Taxable Value	Central Tax		State Tax	
		Rate	Amount	Rate	Amount
	25,000.00	9%	2,250.00	9%	2,250.00
Total	25,000.00		2,250.00		2,250.00

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

Thanks & Regards,

Annaboina S Divya

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