

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	3/3/23	Prepared by	Y. H. K.	Serial no.	
Supplier name	TOOH Media			HO inward no.	
PO/WO date	1400: Ready	Project	PO/WO No.	HO received date	
				Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	133	6/2/23	11800	☐ 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.	11800
Amount F - Difference (A - E):	11800

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. H. K.				
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 weightment 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

Name : M/S. Modi Realty Pocharam LLP,
Address : MG Road
City : Secundrabad
GSTIN: 36ABIFM1836H1Z7
P.O No: Varbal
Period: 01/01/2023 to 31/01/2023
State of Supply: Telangana

Date: February 6, 2023
Inv. No.: 133
Pan No.: AAMFT3704G
GSTIN: 36AAMFT3704G1Z5
HAC Code: 998361
Campaign: Modi Builders
State Code: 36

Sr	PARTICULARS	Number Of Months	Hoarding Charges per Months	TOTAL
1	Jodimetla Bus Bay @ Medha Servo Area: 205sft	1	10000	10,000
CGST @ 9%				10,000
SGST @ 9%				900
(Rupees Eleven Thousands Eight Hundred Only)				11,800

Payment Details

ALL PAYMENTS TO BE MADE IN THE NAME OF
"T OOH MEDIA"
Bank NAME: KOTAK MAHINDRA BANK
Account No: 2512118952
IFSC Code: KKBK0007477
Branch: Tirumalagiri



H.No 1-7-22/C, Indira Nilayam, Opp Devi Garden, Street No-8, Hubsiguda, Hyderabad - 500 007,
Email: toohmedia@gmail.com, Phone: 9290742965, 9246597123, 9908062556