PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	16/3/23	Prepared by	Salman	Serial no.	
Supplier name	TOOH media			HO inward no.	
Firm/Company	modi realty Pocharam tlp	Project	ngh	HO received date	
PO/WO date		PO/WO No.		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	145	27/2/23	11,800/-	☑ 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:	11,800/-
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	20/3/23
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Salman				
Sign:	[signature]	[signature]			
Date	16/3/23	APPROVED BY 16 MAR 2023 PRASAD			
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.

TOOH Media

INVOICE

Name : M/S. Modi Realty Pocharam LLP,	Date: February 27, 2023
Address : MG Road	Inv. No.: 145
City : Secundrabad	Pan No.: AAMFT3704G
GSTIN: 36ABIFM1836H1Z7	GSTIN: 36AAMFT3704G1Z5
P.O No: Varbal	HAC Code: 998361
Period: 01/02/2023 to 28/02/2023	Campaign: Modi Builders
State of Supply: Telangana	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
				10,000
	CGST @ 9%			900
	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: Tirumalagir

FOR T OOH MEDIA

TOOH MEDIA HYD.

(AUTHORISED SIGNATORY)

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