PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	27/4/23	Prepared by	Pramod	Serial no.	
Supplier name	SR Ads			HO inward no.	
Firm/Company	Mehta Smedi	Project	Realty Kowlekar GHT	HO received date	
PO/WO date	18/4/23	PO/WO No.	202304188957	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	03	6/4/23	2921/-	
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.:	202304027010	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:			2921/-
Amount E – PO / WO value:			2921
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:	Pramod				
Sign:					
Date	27/4/23				
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.

Cell : 9666333644

SR ADS

32-70/1, Bank Colony, R.K. Puram, Secunderabad-56.

INVOICE

Invoice No: 2023-24/03 **Date:06.04.2023**

To,
M/s. **Mehta & Modi Realty Kowkur LLP**
5-4-187/3&4,IInd Floor,
MG Road,Secunderabad-05.

GSTIN:36ABLFM7631F1Z3 SAC CODE : 998361

S.No.	Size		Qty	Particulars	Rate	Date of Display	Amount
				Mounting Charges			
1	12	8	1	Greenwood	5	09.02.23	480
2	5	3	1	Greenwood	5	"	75
3	8	6	8	Gv Connect builder meet	5	09.03.23	1,920
							2,475
				Add: CGST @ 9%			223
				Add: SGST @ 9%			223
						Total	**2,921**
Rupees in words:				**Seven Thousand Eight Hundred Seventy Two Only**			

Pan Card No: BNOPR5938Q
GSTIN:36BNOPR5938Q2ZQ
Bank Details : Union Bank Of India
A/c No: 541001010050606
IFSC No: UBIN0906409
Secunderabad Sainikpuri Branch

For SR ADS.

E-mail : sradshyd@gmail.com

Purchase Order

Original

From Company:	Mehta & Modi Realty Kowkur LLP 5-4-187/3&4, IInd FloorSoham MansionM.G.Road Secunderabad,TELANGANA,500003 GSTNO:36ABLFM7631F1Z3	Delivery Location:	Greenwood Heights Sy.No. 196, Kowkur, Bollarum Hyderabad,Telangana,500010 A.Suresh,9502232100

Supplier Details				
SR Ads 32-701Bank ColonyR K Puram Secunderabad,TG,500056 GSTIN:36BNOPR59382ZQ Srinivas,9666333644 NA	PO No	20230418057	Quote No	
	PO Date	18 Apr 2023	Quote Date	18 Apr 2023
	Supply Type		Requisition Num	20230418055

SNo.	Item Name	Addl Spec	Qty	Rate	Dis%	Taxable Amount	GST%						Amount
							IGST%	CGST%	SGST%	IGST AMT	CGST AMT	SGST AMT	
1	PROM8964-Promotions-Flex Mounting Charges---Misc-Sqm	GHT 12x8, 5x3 & 8x6 flex mounting charges	10.00	247.50	0%	2,475	0%	9%	9%	0	223	223	2,921
									Total Amount ...	0	223	223	2,921

Rupees in words : Two Thousand Nine Hundred And Twenty One Only.

Terms and Conditions:-

Additional Specifications	GHT 12x8, 5x3 & 8x6 flex mounting charges
Tax :	Inclusive of GST and other taxes.
Delivery Date :	Within ____ days of PO
Delivery Location :	As given above.
Transport:	By Vendor or Purchaser

MRN: 20230427010