

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		30/5/23		Prepared by		Y. W. R. H.		Serial no.			
Supplier name		Mehla Shadi Realty / Cowork						HO inward no.			
Firm/Company		Mehla Shadi Realty / Cowork						HO received date			
PO/WO date		PO/WO No.						Scan ID.			

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	14	8/5/23	16,354/-	☐ 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. W. R. H.				
Sign:					
Date	30/5/23				
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

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

MG Road Secunderabad
Hyderabad

GSTIN/UIN: 36ABL1M7631F1Z3

State Name : Telangana, Code :03

Invoice No. SAI/14

Invoice

Date. 08/05/2023

Mehta Propproperty Online Private Limited

Account Details

Account Holder Name:

MEHTA PROPPROPERTY ONLINE PRIVATE LIMITED

009763300000776

Account Number:

IFSC Code:

YLSB00000097

S.No	Project Name	Address	Qty	Rate	Amount
1	Greenwood Heights	Kowkur	21	660	13,860.00
	CGST +9%	Near Yapral			1,247.40
	SGST +9%	Hyderabad			1,247.40

Total

16,354.80

Amount Chargeable(in words)

E.&O.E

Indian Rupees: SIXTEEN THOUSAND THREE HUNDRED AND FIFTY FOUR RUPEES ONLY

	Taxable	Central Tax		State Tax	
	Value	Rate	Amount	Rate	Amount
	13,860.00	9%	1,247.40	9%	1,247.40
Total	13,860.00		1,247.40		1,247.40

Tax Amount (in words) : TWO THOUSAND FOUR HUNDRED AND NINETY FOUR RUPEES ONLY



Thanks & Regards,

Annaboina S Divya

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