

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 1/6/23		Prepared by: J. M. W. K.		Serial no.	
Supplier name: Mehla / Prop Property online Pvt. Ltd.				HO inward no.	
Firm/Company: Mehla		Project: HO: Ready / New work up		HO received date	
PO/WO date		PO/WO No.		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	23	28/5/23	13,289/-	☐ 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:	J. M. W. K.				
Sign:					
Date:	1/6/23				
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

Notes: 1. In case amount to be credited to supplier and the bill 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

Mehta Propproperty Online Private Limited		Invoice No	SAI 23
# 4-3-41/2, First Floor		Invoice Date	28/05/2023
Ghasmandi Road, Secunderabad		Mehta Propproperty Online Private Limited	
GSTIN/UIN: 36AAKCM3777H1Z1		Account Details	
State Name : Telangana, Code :03		Account Holder Name:	MEHTA PROPPROPERTY ONLINE PRIVATE LIMITED
Mehta and Modi Realty Kowkur LLP		Account Number:	009763300000776
5-4-187/3&4, 2nd Floor, Soham Mansion		IFSC Code:	YESB0000097
MG Road Secunderabad Hyderabad			
GSTIN/UIN: 36ABLFM7631F1Z3			
State Name : Telangana, Code :03			

S.No	Project Name	Address	Qty	Rate	Amount
1	Greenwood Heights	Kowkur	17	660	11,220.00
	CGST +9%	Near Yapral			1,009.80
	SGST +9%	Hyderabad			1,009.80

Total

13,239.60

Amount Chargeable(in words)

E.&O.E

Indian Rupees: THIRTEEN THOUSAND TWO HUNDRED AND THIRTY NINE RUPEES ONLY

	Taxable	Central Tax		State Tax	
	Value	Rate	Amount	Rate	Amount
	11,220.00	9%	1,009.80	9%	1,009.80
Total	11,220.00		1,009.80		1,009.80

Tax Amount (in words) : ONE THOUSAND NINE HUNDRED RUPEES ONLY



Thanks & Regards,
Annaboina S Divya

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