

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 25/7/23		Prepared by: [Signature]		Serial no.	
Supplier name: Mody Realty		Project: Mohanpur NCH		HO inward no.	
Firm/Company: Mody Realty		PO/WO No.		HO received date	
PO/WO date				Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	40	3/7/23	3115/-	☐ 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:	[Signature]	[Signature]			
Sign:	[Signature]	[Signature]			
Date	25/7/23				
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

Invoice No. SAL/40

Invoice Date: 03/07/2023

Mehta Propproperty Online Private Limited

Account Details

Account Holder Name: **MEHTA PROPPROPERTY ONLINE PRIVATE LIMITED**

Account Number: 009763300000776

IFSC Code: YESB0000097

Modi Realty (Pocharam) LLP

5-4-187/3&4, 2nd Floor, Soham Mansion
MG Road Secunderabad
Hyderabad

GSTIN/UIN: 36ABIFM1836H1Z7

State Name : Telangana, Code : 03

S.No	Project Name	Address	Qty	Rate	Amount
1	Nilgiri Heights CGST +9% SGST +9%	Pocharam Near Infosys East Hyderabad	4	660	2,640.00 237.60 237.60
Total					3,115.20

Amount Chargeable(in words)

E.&O.E

Indian Rupees: THREE THOUSAND ONE HUNDRED AND FIFTEEN RUPEES ONLY

Taxable Value	Central Tax		State Tax	
	Rate	Amount	Rate	Amount
2,640.00	9%	237.60	9%	237.60
Total		237.60		237.60

Tax Amount (in words) : FOUR HUNDRED AND SEVENTY FIVE RUPEES ONLY



Thanks & Regards,
Annaboina S Divya

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