ADMIN-AUDIT / PURCHASE DIVISION
Advice for Credit to Supplier - Manual

Date:	09/09/24	Prepared by	Mahesh	Serial no.	
				HO inward no.	
Supplier name	KAVERI TIMBER DEPOT			HO received date	18/07/23
Firm/Company	MRM-LLP	Project	GMR	Scan ID.	
PO/WO date	01/07/23	PO/WO No.	SERVICE BILL		

Sl no.	Bill no.	Bill date	Bill amount	Original attached
				☑ Yes ☐ No
5.	88	18/07/23	944.00/-	☐ Yes ☐ No
6.				☐ Yes ☐ No
7.				☐ Yes ☐ No
8.				

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:	944/-
Amount E – PO / WO value:	944/-
Amount F – Difference (A – E):	0/-
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:

Service bill against some three sole frame is added

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:					
Sign:					
Date					
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED BY
7 SEP 2024
SOHAM MODI

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.

TRUE COPY.

Kaveri Timber Depot

Dealers in : Burma Teak, Indian Teak, African Teak, Salwood, Non-Teak, Moulding & Plywood.

Plot No. 2, ECIL Road, IDA, Nacharam, Hyderabad - 76.

Date : 18.07.2023

No. 88

M/s. MODI REALITY MALLAPUR LLP

GST: 36AAEFM1459R1ZP

Sl.No.	PARTICULARS	Qty.	C.Ft./C.M.	RATE	AMOUNT Rs.	Ps.
3921	W.P.C FRAMES 5X2½ 4' - INOS	4 @ 200			800 =	00

Jagdish

KAVERI TIMBER DEPOT
Plot No 2, Sy.No 52 and 54
Road No 7, IDA Nacharam
Hyderabad - 500076

E. & O.E.

TOTAL	800 =	00
CGST 9 %	72 =	00
SGST 9 %	72 =	00
IGST %		
ROFF	(-)	00
TOTAL AMOUNT GST	944 =	00

Party GSTIN No.

Way Bill No. :

Vehicle No. :

HDFC Bank
A/c. No. 50200005516244
IFSC Code : HDFC0000081
Branch : Himayathnagar

For Kaveri Timber Depot

* Goods once sold will not be taken back.
* No claim will be admitted by us once goods delivered from our premises.
* Interest rate @ 24% will be charged of this bill, if not paid within a week time.

Service related