

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 8/4/22		Prepared by: Salman	
PO/WO no. -		PO / WO Date. -	
Supplier Name: Melita Property only		PO/WO amount: Rs. 1,770/-	
Firm/Company: Melita Enodi Rathi Law firm		Project: AHT	
Sl. No.	Bill No.	Bill Date	Bill amount
1.	02	4/4/22	1,770/-
2.			
3.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			
Sl. No.	DC No	DC. Date	MRN No.
1.	-	-	-
2.			
3.			
4.			
DC matches MRN ☐ Yes ☐ No			
Amount B –Other Credits :-			
Amount C –Other Debits :-			
Amount D (D=A+B-C) – Amount to be credited to the supplier: 1,770/-			
Amount E – PO / WO value:			
Amount F – Difference (A – E):			
Quantity received as per PO /WO		☐ Yes ☐ Excess received ☐ Short received ☐ Other (explained below)	
Is difference between PO / Bill acceptable?		☐ Yes ☐ No (explained below)	
Excess / short material received		☐ Approved – within acceptable limits ☐ No (explained below)	
Close PO / W?O		☐ Yes ☐ No – wait for balance material ☐ No (explained below)	
Advance paid / PDC given (deduct when paying)		☐ Yes – Rs. ____/- ☐ No	
Payment – due date		11/4/2022	
Remarks:			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
Sign:	Salman		
Date	8/4/22		

Notes: 1. In case amount to be credited to supplier and the bills total does not match prepare JV for debit or credit. 2. Attach additional sheets if quantity of bills or DCs is more than the space provided. Clearly mark the space provided with 'see attachment'. 3. Purchase Officer can approve Pos/Wos upto Rs. 5,000/-, Purchase Manager and Procurement Manager to approve all bills from 5,000/- to 1,00,000/- . 4. Attach JV, Office copy of PO/WO, DCs and bills to this advice. 5. In Amount A, exclude transport, Hamali charges, etc and instead include in Amount B. 6. To be approved by accounts manager if bill value exceeds Rs. 10,000/- 7. MD to approve all bills above 1,00,000/-

INVOICE

Mehta Propproperty Online Private Limited # 4-3-41/2, First Floor Ghasmandi Road, Secunderabad GSTIN/UIN: 36AAKCM3777H1Z1 Statem Name : Telangana, Code :03			Invoice No. SAL/3 Invoice Date 04/06/2022 Mehta Propproperty Online Private Limited Account Details Account Holder Name: MEHTA PROPPROPERTY ONLINE PRIVATE LIMITED Account Number: 009763300000776 IFSC Code: YESB00000097		
Mehta and Modi Realty Kowkur LLP 5-4-187/3&4, 2nd Floor, Soham Mansion MG Road Secunderabad Hyderabad GSTIN/UIN: 36ABLFM7631F1Z3 Statem Name : Telangana, Code :03					
S.No	Project Name	Address	Qty	Rate	Amount
1	Greenwood Heights	Kowkur	3	500	1,500.00
	CGST +9%	Near Yapral			135.00
	SGST +9%	Hyderabad			135.00
Total					1,770.00
Amount Chargeable(in words)					E.&O.E
Indian Rupees: ONE THOUSAND SEVEN SEVENTY RUPEES					
	Taxable Value	Central Tax		State Tax	
		Rate	Amount	Rate	Amount
	1,500.00	9%	135.00	9%	135.00
Total	1,500.00		135.00		135.00
Tax Amount (in words) : TWO HUNDRED AND TWO SEVENTY RUPEES					
Thanks & Regards, Annaboina S Divya Propproperty Marketing Manager, Email: divyapropproperty@gmail.com Contact: 9100377088					