

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 8/2/2022		Prepared by: Salman					
PO/WO no. -		PO / WO Date.					
Supplier Name: Mela Property Agency		PO/WO amount: 3,540/-					
Firm/Company: Mela Realty Solan Hq		Project: WCH					
Sl. No.	Bill No.	Bill Date	Bill amount				
1.	01	4/9/22	3,540/-				
2.							
3.							
Amount A – Bills total(Excluding Transport & Hamali Charges):							
Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN			
1.				<input type="checkbox"/> Yes <input type="checkbox"/> No			
2.				<input type="checkbox"/> Yes <input type="checkbox"/> No			
3.				<input type="checkbox"/> Yes <input type="checkbox"/> No			
4.				<input type="checkbox"/> Yes <input type="checkbox"/> No			
Amount B – Other Credits :							
Amount C – Other Debits :							
Amount D (D=A+B-C) – Amount to be credited to the supplier:				3,540/-			
Amount E – PO / WO value:							
Amount F – Difference (A – E):							
Quantity received as per PO /WO		<input type="checkbox"/> Yes <input type="checkbox"/> Excess received <input type="checkbox"/> Short received <input type="checkbox"/> Other (explained below)					
Is difference between PO / Bill acceptable?		<input type="checkbox"/> Yes <input type="checkbox"/> No (explained below)					
Excess / short material received		<input type="checkbox"/> Approved – within acceptable limits <input type="checkbox"/> No (explained below)					
Close PO / W?O		<input type="checkbox"/> Yes <input type="checkbox"/> No – wait for balance material <input type="checkbox"/> No (explained below)					
Advance paid / PDC given (deduct when paying)		<input type="checkbox"/> Yes – Rs. ___/- <input type="checkbox"/> No					
Payment – due date		11/4/22					
Remarks:							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Salman						
Date	8/2/22						

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/1 Invoice Date. 04/05/2022			
Modi Realty Pocharam LLP 5-4-187/3&4,2nd Floor,Soham Mansion MG Road Secunderabad Hyderabad GSTIN/UIN: 36ABIFM1836H1Z7 Statem Name : Telangana,Code :03		Mehta Propproperty Online Private Limited Account Details Account Holder Name: MEHTA PROPPROPERTY ONLINE PRIVATE LIMITED Account Number: 009763300000776 IFSC Code: YESB0000097			
S.No	Project Name	Address	Qty	Rate	Amount
1	Nilgiri Heights CGST +9% SGST +9%	Pocharam Near Infosys East Hyderabad	6	500	3,000.00 270.00 270.00
Total					3,540.00
Amount Chargeable(in words)					E.&O.E
Indian Rupees: THREE THOUSAND FIVE HUNDRED AND FORTY RUPEES ONLY					
	Taxable Value	Central Tax		State Tax	
		Rate	Amount	Rate	Amount
	3,000.00	9%	270.00	9%	270.00
Total	3,000.00		270.00		270.00
Tax Amount (in words) : FIVE HUNDRED AND FORTY RUPEES ONLY					
Thanks & Regards, Annaboina S Divya Propproperty Marketing Manager, Email: divyapropproperty@gmail.com Contact: 9100377088					