

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, RM/C 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.

Date:	26/5/22	Prepared by:	Chandra	Serial no.	
Supplier name	Prof Property	HO inward no.			
Firm/Company	MNO, Housing Project	HO received date	26/5/22	Scan ID.	
PO/WO date		PO/WO No.			
SI no.	Bill no.	Bill date	Bill amount	Original attached	
1.	26/5/22	26/5/22	3540/-	☒ 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		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:					
Amount E - PO / WO value:		3540/-			
Amount F - Difference (A - E):		3540/-			
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					
26/5/22					
Remarks:					
Approved by					
Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager	
Name:	Chandra				
Sign:					
Date:	26/5/22				
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

INVOICE

Mehta Propproperty Online Private Limited # 4-3-41/2, First Floor Ghasmandi Road, Secunderabad GSTIN/UIN: 36AAKCM3777H1Z1 State Name : Telangana, Code : 03 Mehta Propproperty Online Private Limited Account Details										Invoice No. SAL/22		Invoice Date. 25/05/2022			
Modi Housing Pvt Ltd 5-4-18/7/3&4, 2nd Floor, Soham Mansion MG Road Secunderabad Hyderabad GSTIN/UIN: 36AADCM5906D2ZO State Name : Telangana, Code : 03										Account Holder MEHTA PROPPROPERTY ONLINE PRIVATE LIMITED		Account Number: 009763300000776		IFSC Code: YESB00000097	
S.No		Project Name		Address		Qty		Rate		Amount					
1		Silver Oak Villas		Cherlapally		6		500		3,000.00					
		CGST +9%		Near ECL						270.00					
		SGST +9%		Hyderabad						270.00					
Total										3,540.00					
Amount Chargeable(in words)															
Indian Rupees: THREE THOUSAND FIVE HUNDRED AND FOURTY RUPEES ONLY															
		Taxable		Central Tax		State Tax									
		Value		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 FIFTY RUPEES ONLY															
Thanks & Regards, Annaboina S Divya Propproperty Marketing Manager, Email: divyaproperty@gmail.com Contact: 9100377088 MEHTA PROPPROPERTY ONLINE PRIVATE LIMITED HYDERABAD															

