

**PURCHASE DIVISION**  
Advice for approval for credit to supplier

Date: 5/7/22		Prepared by: [Signature]		Serial no.	
Supplier name: Prop Properties		Project: MPO: head of [unclear]		HO inward no.	
Firm/Company: MPO: head of [unclear]		PO/WO No.:		HO received date	
PO/WO date:		Scan ID:			
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	SAC/43	28/6/22	4720/-	<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 A - Bills total (Excluding Transport & Hamali Charges):					
Proof of delivery by way of <input type="checkbox"/> DCs/bill <input type="checkbox"/> Steel report <input type="checkbox"/> RMC pour report <input type="checkbox"/> Solid block report <input type="checkbox"/> Installation report					
MRN nos.:		Proof of delivery matches MRN		<input type="checkbox"/> Yes <input type="checkbox"/> 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:				4720/-	
Amount F - Difference (A - E):				4720/-	
Quantity received as per PO/WO		<input type="checkbox"/> Yes <input type="checkbox"/> Excess received <input type="checkbox"/> Short received <input type="checkbox"/> Part received			
Close PO / WO		<input type="checkbox"/> Yes <input type="checkbox"/> No - wait for balance material <input type="checkbox"/> Other			
Payment - due date					
Remarks:					
Approved by		Purchase Officer		Purchase Manager	
Name:		[Signature]		M D	
Sign:		[Signature]		Accountant	
Date:		5/7/22		Accounts Manager	
Approval limit:		Upto 20k		Above 20k	
		Above 20k		Above 100k	
		Upto 20k		Above 20k	

**APPROVED B**  
ASAD KHAN  
MOTIONS  
JUL 2022

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 weightment 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

<b>Mehta Propproperty Online Private Limited</b> # 4-3-41/2, First Floor Ghasmandi Road, Secunderabad GSTIN/UIN: 36AAKCM3777H1Z1 Statem Name : Telangana,Code :03	Invoice No. SAL/43 Invoice Date. 27/06/2022	<b>Mehta Propproperty Online Private Limited</b> <b>Account Details</b> Account Holder Name: MEHTA PROPPROPERTY ONLINE PRIVATE LIMITED Account Number: 009763300000776 IFSC Code: YESB0000097
<b>Modi Realty (Pocharam) LLP</b> 5-4-187/3&4,2nd Floor,Soham Mansion MG Road Secunderabad Hyderabad GSTIN/UIN: 36ABIFM1836H1Z7 Statem Name : Telangana,Code :03		

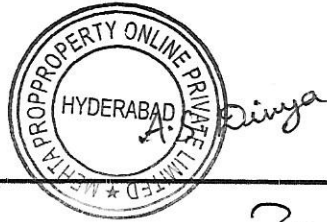
S.No	Project Name	Address	Qty	Rate	Amount
1	Nilgiri Heights CGST +9% SGST +9%	Pocharam  Near Infosys East Hyderabad	8	500	4,000.00  360.00 360.00
<b>Total</b>					<b>4,720.00</b>

Amount Chargeable(in words) E.&O.E

**Indian Rupees: FOUR THOUSAND SEVEN HUNDRED AND TWENTY RUPEES ONLY**

	Taxable	Central Tax		State Tax	
	Value	Rate	Amount	Rate	Amount
	4,000.00	9%	360.00	9%	360.00
<b>Total</b>	<b>4,000.00</b>		<b>360.00</b>		<b>360.00</b>

**Tax Amount (in words) : SIX HUNDRED AND SIXTY RUPEES ONLY**



**Thanks & Regards,**  
**Annaboina S Divya**  
**Propproperty Marketing Manager,**  
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**Contact: 9100377088**