

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 8/8/22		Prepared by: C. M. W. K. A. R.		Serial no.	
Supplier name: MENTAG PROPERTY ONLINE PTY LTD		HO inward no.			
Firm/Company: MENTAG PROPERTY ONLINE PTY LTD		Project: RMC / 12/20/2021		HO received date	
PO/WO date		PO/WO No.		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	8/2/22	2/8/22	1180	☐ 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 nos.:	Proof of delivery matches MRN	☐ Yes ☐ No
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Amount B – Other Credits : Transportation charges

Amount C – Other Debits :

Amount D (D=A+B-C) – Amount to be credited to the supplier: 1180

Amount E – PO / WO value: 1180

Amount F – Difference (A – E):

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: 15/8/22

Remarks:

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	C. M. W. K. A. R.				
Sign:					
Date	8/8/22				
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

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.

INVOICE FOR SITE VISIT

Mehta Propproperty Online Private Limited			Invoice No.		SAL/62	
# 4-3-41/2, First Floor			Invoice		02/08/2022	
Ghasmandi Road, Secunderabad			Date.			
GSTIN/UIN: 36AAKCM3777H1Z1			Mehta Propproperty Online Private Limited			
Statem Name : Telangana,Code :03			Account Details			
Mehta and Modi			Account Holder		MEHTA PROPPROPERTY ONLINE	
Realty Kowkur LLP			Name:		PRIVATE LIMITED	
5-4-187/3&4,2nd Floor,Soham Mansion			Account Number:		009763300000776	
MG Road Secunderabad			IFSC Code:		YESB0000097	
Hyderabad						
GSTIN/UIN: 36ABLFM7631F1Z3						
Statem Name : Telangana,Code :03						

S.No	Project Name	Address	Qty	Rate	Amount
1	Greenwood Heights	Kowkur	1	1000	1,000.00
	CGST +9%	Near Yapral			90.00
	SGST +9%	Hyderabad			90.00
	Lead Name: Bidyut Padhy (CIS NO: 20680)	Safilguda			
Total					1,180.00

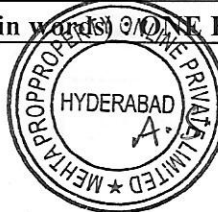
Amount Chargeable(in words)

E.&O.E

Indian Rupees: ONE THOUSAND ONE HUNDRED AND EIGHTY RUPEES ONLY

	Taxable Value	Central Tax		State Tax	
		Rate	Amount	Rate	Amount
	1,000.00	9%	90.00	9%	90.00
Total	1,000.00		90.00		90.00

Tax Amount (in words) ONE HUNDRED AND EIGHTY RUPEES ONLY



Thanks & Regards,
Annaboina S Divya
Marketing Manager | +91 9100377088 | divya@propproperty.com
Experience the first online marketplace for Construction Industry!
Mehta Propproperty Online Pvt. Ltd. | www.propproperty.com

4-3-41/2, First Floor, Ghasmandi Road, Sec'bad, Telangana -500 003 | Ph: +91 040 48514361



9885000518

9030393300



www.propproperty.com

anand@propproperty.com



Mehta Propproperty Online Private Limited #21, Bapubagh colony, 2nd floor Minister road, Lane besides Freshsuper market, Secunderabad 500003