

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	17/8/22	Prepared by	J. N. N. N.	Serial no.	
Supplier name	Maha Infrastructure Private Limited	HO inward no.			
Firm/Company	Maha Infrastructure	Project	UP	HO received date	
PO/WO date		PO/WO No.	4111	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	SAC/68	8/8/22	7009/-	☐ 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:

Amount E – PO / WO value:

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

22/8/22

Remarks:

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	J. N. N. N.				
Sign:					
Date	17/8/22				
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

Mehta Propproperty Online Private Limited			Invoice No.	SAL/68
# 4-3-41/2, First Floor			Invoice Date.	08/08/2022
Ghasmandi Road, Secunderabad			Mehta Propproperty Online Private Limited	
GSTIN/UIN: 36AAKCM3777H1Z1			Account Details	
Statem Name : Telangana,Code :03			Account Holder Name:	MEHTA PROPPROPERTY ONLINE PRIVATE LIMITED
Modi Realty (Mallapur) LLP			Account Number:	009763300000776
5-4-187/3&4,2nd Floor,Soham Mansion			IFSC Code:	YESB0000097
MG Road Secunderabad				
Hyderabad				
GSTIN/UIN: 36AAEFM1459R1ZP				
Statem Name : Telangana,Code :03				

S.No	Project Name	Address	Qty	Rate	Amount
1	Gulmohar Residency - GMR	Mallapur	9	660	5,940.00
	CGST +9%	Near Habsiguda			534.60
	SGST +9%	Hyderabad			534.60
	Total				7,009.20

Amount Chargeable(in words)

E.&O.E

Indian Rupees: SEVEN THOUSAND NINE RUPEES ONLY

	Taxable	Central Tax		State Tax	
	Value	Rate	Amount	Rate	Amount
	5,940.00	9%	534.60	9%	534.60
Total	5,940.00		534.60		534.60

Tax Amount (in words) : ONE THOUSAND SIXTY NINE RUPEES ONLY

Thanks & Regards,

Annaboina S Divya

Marketing Manager | +91 9100377088 | divya@propproperty.com

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

