

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		2/9/22		Prepared by		J. N. K. S.		Serial no.			
Supplier name		Meharj Prop Property Online Pvt Ltd						HO inward no.			
Firm/Company		MODI Realty		Project		UP		HO received date			
PO/WO date				PO/WO No.		A9H		Scan ID.			
Sl no.		Bill no.		Bill date		Bill amount		Original attached			
1.		SAL/77		29/8/22		8566/		☐ 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		
Amount B –Other Credits : Transportation charges											
Amount C –Other Debits :											
Amount D (D=A+B-C) – Amount to be credited to the supplier:										8566/	
Amount E – PO / WO value:										8566/	
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					5/9/22						
Remarks:											
Approved by		Purchase Officer		Purchase Manager		M D		Accountant		Accounts Manager	
Name:		J. N. K. S.									
Sign:											
Date		2/9/22									
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 # 4-3-41/2, First Floor Ghasmandi Road, Secunderabad GSTIN/UIN: 36AAKCM3777H1Z1 Statem Name : Telangana, Code :03			Invoice No. SAL/77 Invoice Date. 29/08/2022 Mehta Propproperty Online Private Limited Account Details	
Modi Realty (Miryalaguda) LLP 5-4-187/3&4, 2nd Floor, Soham Mansion MG Road Secunderabad Hyderabad GSTIN/UIN: 36ABCFM6774G2ZZ Statem Name : Telangana, Code :03			Account Holder Name: MEHTA PROPPROPERTY ONLINE PRIVATE LIMITED Account Number: 009763300000776 IFSC Code: YESB0000097	

S.No	Project Name	Address	Qty	Rate	Amount
1	AVR Gulmohar Homes CGST +9% SGST +9%	Miryalaguda Nalgonda	11	660	7,260.00 653.40 653.40
Total					8,566.80

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

Indian Rupees: EIGHT THOUSAND FIVE HUNDRED AND SIXTY SIX RUPEES ONLY

	Taxable Value	Central Tax		State Tax	
		Rate	Amount	Rate	Amount
	7,260.00	9%	653.40	9%	653.40
Total	7,260.00		653.40		653.40

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



Divya

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



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www.propproperty.com

anand@propproperty.com



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