

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		13/9/22		Prepared by		Chandra		Serial no.			
Supplier name		Mehra Properties online Pvt Ltd						HO inward no.			
Firm/Company		Mehra Properties		Project		Keweenaw CMT		HO received date			
PO/WO date				PO/WO No.				Scan ID.			
Sl no.		Bill no.		Bill date		Bill amount		Original attached			
1.		542/82		5/9/22		4,672/-		☐ 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:										4,672/-	
Amount E – PO / WO value:										4,672	
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				19/9/22							
Remarks:											
Approved by		Purchase Officer		Purchase Manager		M D		Accountant		Accounts Manager	
Name:		Chandra		[Signature]							
Sign:		[Signature]		[Signature]							
Date		13/9/22		15 SEP 2022							
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	Invoice No.	SAL/82
Ghasmandi Road, Secunderabad	Invoice Date.	05/09/2022
GSTIN/UTIN: 36AAKCM3777H1Z1	Mehta Propproperty Online Private Limited	
Statem Name : Telangana, Code :03	Account Details	
Mehta and Modi Realty Kowkur LLP 5-4-187/3&4, 2nd Floor, Soham Mansion MG Road Secunderabad Hyderabad GSTIN/UTIN: 36ABLFM7631F1Z3 Statem Name : Telangana, Code :03	Account Holder Name:	MEHTA PROPPROPERTY ONLINE PRIVATE LIMITED
	Account Number:	009763300000776
	IFSC Code:	YESB0000097

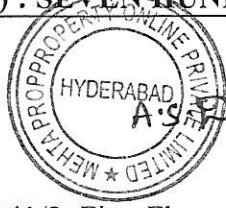
S.No	Project Name	Address	Qty	Rate	Amount
1.	Greenwood Heights	Kowkur	6	660	3,960.00
	CGST +9%	Near Yaprall			356.40
	SGST +9%	Hyderabad			356.40
Total					4,672.80

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

Indian Rupees: FOUR THOUSAND SIX HUNDRED AND SEVENTY TWO RUPEES ONLY

	Taxable	Central Tax		State Tax	
	Value	Rate	Amount	Rate	Amount
	3,960.00	9%	356.40	9%	356.40
Total	3,960.00		356.40		356.40

Tax Amount (in words) : SEVEN HUNDRED AND TWELVE RUPEES ONLY



Thanks & Regards,
Annaboina S Divya

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