

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		10/10/22		Prepared by		Y. M. W. K. A.		Serial no.			
Supplier name		Mekong Properties Private Ltd						HO inward no.			
Firm/Company		Mao's Property		Project		Relaxation		HO received date			
PO/WO date				PO/WO No.		1844		Scan ID.			

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	SAC/88	6/10/22	8,115/-	☐ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

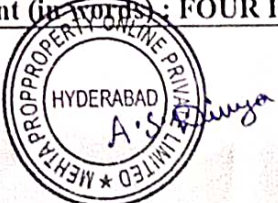
Amount A – Bills total (Excluding Transport & Hamali Charges):			
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report			
MRN nos.:		Proof of delivery matches MRN	☐ Yes ☐ No
Amount B – Other Credits : Transportation charges			
Amount C – Other Debits :			
Amount D (D=A+B-C) – Amount to be credited to the supplier:		8115/-	
Amount E – PO / WO value:		3115/-	
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		18/10/22	
Remarks:			

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Y. M. W. K. A.				
Sign:					
Date	10/10/22				
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			Invoice No.	SAL/88	
Ghasmandi Road, Secunderabad			Invoice Date.	06/10/2022	
GSTIN/UIN: 36AAKCM3777H1Z1			Mehta Propproperty Online Private Limited		
Statem Name : Telangana,Code :03			Account Details		
Modi Realty (Pocharam) LLP			Account Holder Name:	MEHTA PROPPROPERTY ONLINE PRIVATE LIMITED	
5-4-187/3&4,2nd Floor,Soham Mansion			Account Number::	009763300000776	
MG Road Secunderabad Hyderabad			IFSC Code:	YESB0000097	
GSTIN/UIN: 36ABIFM1836H1Z7					
Statem Name : Telangana,Code :03					
S.No	Project Name	Address	Qty	Rate	Amount
1	Nilgiri Heights	Pocharam	4	660	2,640.00
	CGST +9%	Near Infosys			237.60
	SGST +9%	East Hyderabad			237.60
	Total				3,115.20
Amount Chargeable(in words)				E.&O.E	
Indian Rupees: THREE THOUSAND ONE HUNDRED AND FIFTEEN RUPEES ONLY					
	Taxable	Central Tax		State Tax	
	Value	Rate	Amount	Rate	Amount
	2,640.00	9%	237.60	9%	237.60
Total	2,640.00		237.60		237.60
Tax Amount (in words) : FOUR HUNDRED AND SEVENTY FOUR 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					