

**PURCHASE DIVISION**  
Advice for approval for credit to supplier

|                                                  |  |                                           |  |                  |  |
|--------------------------------------------------|--|-------------------------------------------|--|------------------|--|
| Date: 2/11/22                                    |  | Prepared by: Y. H. N. K. R.               |  | Serial no.       |  |
| Supplier name: Menta Pro Property Online Pvt Ltd |  | Project: Mehra's Med. Property Kowari GHR |  | HO inward no.    |  |
| Firm/Company: Mehra's Med. Property Kowari GHR   |  | PO/WO No.                                 |  | HO received date |  |
| PO/WO date                                       |  |                                           |  | Scan ID.         |  |

| Sl no. | Bill no. | Bill date | Bill amount | Original attached                                        |
|--------|----------|-----------|-------------|----------------------------------------------------------|
| 1.     | SAL/89   | 26/10/22  | 1557/-      | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2.     |          |           |             | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 3.     |          |           |             | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 4.     |          |           |             | <input type="checkbox"/> Yes <input type="checkbox"/> 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 | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|-----------|-------------------------------|----------------------------------------------------------|

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: 1557/-

Amount F - Difference (A - E): 1557/-

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: 7/11/22

Remarks:

| Approved by    | Purchase Officer | Purchase Manager | M D        | Accountant | Accounts Manager |
|----------------|------------------|------------------|------------|------------|------------------|
| Name:          | Y. H. N. K. R.   |                  |            |            |                  |
| Sign:          |                  |                  |            |            |                  |
| Date           | 2/11/22          |                  |            |            |                  |
| 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

|                                                                                                                                                                                                   |                                                  |                                                  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|--------------------------------------------------|
| <b>Mehta Propproperty Online Private Limited</b>                                                                                                                                                  |                                                  |                                                  |
| # 4-3-41/2, First Floor                                                                                                                                                                           | Invoice No.                                      | SAL/89                                           |
| Ghasmandi Road, Secunderabad                                                                                                                                                                      | Invoice Date.                                    | 26/10/2022                                       |
| GSTIN/UIN: 36AAKCM3777H1Z1                                                                                                                                                                        | <b>Mehta Propproperty Online Private Limited</b> |                                                  |
| Statem Name : Telangana,Code :03                                                                                                                                                                  | <b>Account Details</b>                           |                                                  |
| <b>Mehta and Modi Realty Kowkur LLP</b><br><br>5-4-187/3&4,2nd Floor,Soham Mansion<br>MG Road Secunderabad<br>Hyderabad<br><br>GSTIN/UIN: 36ABLFM7631F1Z3<br><br>Statem Name : Telangana,Code :03 | <b>Account Holder Name:</b>                      | <b>MEHTA PROPPROPERTY ONLINE PRIVATE LIMITED</b> |
|                                                                                                                                                                                                   | <b>Account Number:</b>                           | 009763300000776                                  |
|                                                                                                                                                                                                   | <b>IFSC Code:</b>                                | YESB0000097                                      |
|                                                                                                                                                                                                   |                                                  |                                                  |
|                                                                                                                                                                                                   |                                                  |                                                  |

| S.No | Project Name      | Address     | Qty | Rate | Amount   |
|------|-------------------|-------------|-----|------|----------|
| 1    | Greenwood Heights | Kowkur      | 2   | 660  | 1,320.00 |
|      | CGST +9%          | Near Yapral |     |      | 118.80   |
|      | SGST +9%          | Hyderabad   |     |      | 118.80   |
|      |                   |             |     |      |          |
|      |                   |             |     |      |          |
|      |                   |             |     |      |          |
|      |                   |             |     |      |          |
|      |                   |             |     |      |          |
|      |                   |             |     |      |          |
|      | Total             |             |     |      | 1,557.60 |

Amount Chargeable(in words)

E.&amp;O.E

**Indian Rupees: ONE THOUSAND FIVE HUNDRED AND FIFTY SEVEN RUPEES ONLY**

|              | Taxable         | Central Tax |               | State Tax |               |
|--------------|-----------------|-------------|---------------|-----------|---------------|
|              | Value           | Rate        | Amount        | Rate      | Amount        |
|              | 1,320.00        | 9%          | 118.80        | 9%        | 118.80        |
| <b>Total</b> | <b>1,320.00</b> |             | <b>118.80</b> |           | <b>118.80</b> |

**Tax Amount (in words) : TWO HUNDRED AND THIRTY SIX RUPEES ONLY**

**Thanks & Regards,**  
Annaboina S Divya

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Experience the first online marketplace for Construction Industry!  
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