

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 29/11/22		Prepared by: Y. Prakash		Serial no.	
Supplier name: Mehta Prop Property Online Pvt LTD		Project: Mehta Prop. Ready Kowloon - CHAT		HO inward no.	
Firm/Company: Mehta Prop. Ready Kowloon - CHAT		PO/WO No.		HO received date	
PO/WO date		Scan ID.			
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	SAL/99	15/11/22	4672/-	<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: <input type="checkbox"/> DC/bill <input type="checkbox"/> Steel report <input type="checkbox"/> RMC pour report <input type="checkbox"/> Solid block report <input type="checkbox"/> 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:				4672	
Amount F - Difference (A - E):				4672	
Quantity received as per PO / WO		<input type="checkbox"/> Yes <input type="checkbox"/> Excess received <input type="checkbox"/> Short received <input type="checkbox"/> Part received			
Close PO / WO		<input type="checkbox"/> Yes <input type="checkbox"/> No - wait for balance material <input type="checkbox"/> Other			
Payment - due date		5/12/22			
Remarks:					
Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Y. Prakash				
Sign:					
Date	29/11/22				
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

Mehta Propproperty Online Private Limited		Invoice No.	SAL/99
# 4-3-41/2, First Floor		Invoice Date.	15/11/2022
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
Mehta and Modi Realty Kowkur LLP		Account Number:	009763300000776
5-4-187/3&4, 2nd Floor, Soham Mansion		IFSC Code:	YESB0000097
MG Road Secunderabad Hyderabad			
GSTIN/UIN: 36ABLFM7631F1Z3			
Statem Name : Telangana, Code :03			

S.No	Project Name	Address	Qty	Rate	Amount
1	Greenwood Heights	Kowkur	6	660	3,960.00
	CGST +9%	Near Yapral			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 THIRTEEN RUPEES ONLY



Thanks & Regards,
Annaboinga S Divya
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Experience the first online marketplace for Construction Industry!

Mehta Propproperty Online Pvt. Ltd. | www.propproperty.com

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