

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 12/12/22		Prepared by: PMURALI		Serial no.	
Supplier name: Meeta Properties Online Pvt LTD		Project: UP		HO inward no.	
Firm/Company: MODI Realty		PO/WO No.		HO received date	
PO/WO date		PO/WO No.		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1	SAL/105	28/11/22	8566	☐ Yes ☐ No
2				☐ Yes ☐ No
3				☐ Yes ☐ No
4				☐ Yes ☐ No

Amount A - Bill total (Excluding Transport & Transit Charges):

Proof of delivery by way of: ☐ DC bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report

MRN no.:	Proof of delivery matches MRN	☐ Yes ☐ No
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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: 8566

Amount F - Difference (A - E): 8566

Quantity received as per PO/WO: ☐ Yes ☐ Excess received ☐ Short received ☐ Part received

Class PO / WO: ☐ Yes ☐ No - wait for balance material ☐ Other

Payment - due date: 19/12/22

Remarks:

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	PMURALI				
Sign:					
Date:	12/12/22				
Approval Limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

Notes: 1. In case amount to be credited to supplier and the bill 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 weightment slips, RMC batch reports, duplicate documents, Entry bills, test reports, etc. 4. In Amount A, include transport, Transit 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/105
			Invoice Date.	28/11/2022
			Mehta Propproperty Online Private Limited	
			Account Details	
			Account Holder Name:	MEHTA PROPPROPERTY ONLINE PRIVATE LIMITED
			Account Number:	009763300000776
			IFSC Code:	YESB0000097
Modi Realty (Pocharam) LLP 5-4-187/3&4,2nd Floor,Soham Mansion MG Road Secunderabad Hyderabad GSTIN/UIN: 36ABIFM1836H1Z7 Statem Name : Telangana,Code :03				

S.No	Project Name	Address	Qty	Rate	Amount
1	Nilgiri Heights CGST +9% SGST +9%	Pocharam Near Infosys East Hyderabad	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) : ONE THOUSAND THREE HUNDRED AND SIX RUPEES ONLY



Mehta Propproperty Online Private Limited
 # 4-3-41/2, First Floor, Ghasmandi Road, Sec'bad, Telangana -500 003 | Ph: +91 040 48514361

Thanks & Regards,
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