

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 12/12/22		Prepared by: Y. M. K.		Serial no.	
Supplier name: Mela Properties Online Pvt Ltd		Project: Kalyan Kalyan GMR		HO inward no.	
Firm/Company: Mela Properties		PO/VO No.		HO received date	
SI no.		Bill no.		Bill date	
1		SAL/109		6/12/22	
2				3894	
3					
4					
Amount A - Bills total (Excluding Transport & Transit Charges):					
Proof of delivery by way of ☐ DC bill ☐ Sheet report ☐ RMC post-report ☐ Solid block report ☐ Installation report					
MRN no.:		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:					
Amount E - PO/VO value				3894	
Amount F - Difference (A-E)				3894	
Quantity received as per PO/VO		☐ Yes ☐ Excess received ☐ Short received ☐ Part received			
Class PO/VO		☐ Yes ☐ No - wait for balance material ☐ Other			
Payment - due date		19/12/22			
Remarks:					
Approved by		Purchase Officer		Purchase Manager	
Name:		Y. M. K.		M. D.	
Sign:		[Signature]		[Signature]	
Date:		12/12/22		12/12/22	
Approval limit		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 3 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, Every bills, test reports, etc. 4. In Amount A, exclude 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

State Name : Telangana, Code :03

Invoice No.

SAL/109

Invoice Date.

06/12/2022

Mehta Propproperty Online Private Limited
Account Details

Account Holder Name:

**MEHTA PROPPROPERTY
ONLINE PRIVATE LIMITED**

Account Number:

009763300000776

IFSC Code:

YESB0000097

Mehta and Modi Realty LLP Kowkur LLP

5-4-187/3&4, 2nd Floor, Soham Mansion

MG Road Secunderabad

Hyderabad

GSTIN/UIN: 36ABLFM7631F1Z3

State Name : Telangana, Code :03

S.No	Project Name	Address	Qty	Rate	Amount
1	Greenwood Heights CGST +9% SGST +9%	Kowkur Near Yapral Hyderabad	5	660	3,300.00 297 297
Total					3,894.00

Amount Chargeable(in words)

E.&O.E

Indian Rupees : THREE THOUSAND EIGHT HUNDRED AND NINETY FOUR RUPEES ONLY

	Taxable Value	Central Tax		State Tax	
		Rate	Amount	Rate	Amount
	3,300.00	9%	297	9%	297
Total	3,300.00		297		297

Tax Amount (in words) : FIVE HUNDRED AND NINETY FOUR RUPEES ONLY
Thanks & Regards,

Annaboina S Divya

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