PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	26/12/22	Prepared by	[signature]	Serial no.	
Supplier name	Mehta Propproperty online Pvt Ltd			HO inward no.	
Firm/Company	Modi Realty Mellarpur	Project	4 MR	HO received date	
PO/WO date		PO/WO No.		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	SAC/110	13/12/22	13239/-	□ 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: □ DC/bill □ Test report □ RMC pour 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 / WO value	13239/-
Amount F – Difference (A – E):	13239/-
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	
Remarks:	

Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:	[signature]				
Sign:	[signature]				
Date	26/12/22				
Approval limit	Upto 2L	Above 2L	Above 10L	Upto 2L	Above 2L

APPROVED BY
26 DEC 2022
PRASAD
MANAGER-PROMOTIONS

Notes: 1. In case amount to be credited to supplier and the bills total does not match, accountant 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 weighment slips, RMC batch reports, duplicate documents, Every 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.

PROP PROPERTY

INVOICE

Mehta Proppropery Online Private Limited # 4-3-41/2, First Floor Ghasmandi Road, Secunderabad GSTIN/UIN: 36AAKCM3777H1Z1 State Name : Telangana,Code :03	Invoice No.	SAL/110
	Invoice Date.	13-12-2022
	Mehta Proppropery Online Private Limited	
	Account Details	
Modi Realty (Mallapur) LLP 5-4-187/3&4,2n d Floor,Soham Mansion MG Road Secunderabad Hyderabad GSTIN/UIN: 36AAEFM1459R1ZP State Name : Telangana,Code :03	**Account Holder Name:**	**MEHTA PROPPROPERTY ONLINE PRIVATE LIMITED**
	Account Number:	009763300000776
	IFSC Code:	YESB0000097

S.No	Project Name	Address	Qty	Rate	Amount
1	Gulmohar Residency - GMR	Mallapur	17	660	11,220.00
	CGST +9%	Near Habsiguda			1009.8
	SGST +9%	Hyderabad			1009.8
	Total				**13,239.60**

Amount Chargeable(in words) E.&O.E

Indian Rupees : THIRTEEN THOUSAND TWO HUNDRED AND THIRTY NINE RUPEES ONLY

	Taxable Value	Central Tax		State Tax	
		Rate	Amount	Rate	Amount
	11,220.00	9%	1009.8	9%	1009.8
Total	**11,220.00**		**1009.8**		**1009.8**

Tax Amount (in words) : TWO THOUSAND NINETEEN RUPEES ONLY

MEHTA PROPPROPERTY ONLINE PRIVATE LIMITED HYDERABAD

A.S. Divya

Thanks & Regards,

Annaboina S Divya

Marketing Manager | +91 9100377088 | divya@propproperty.com

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