PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	26/12/22	Prepared by	[illegible]	Serial no.	
Supplier name	MEHTA Prof Property Online PVT LTD			HO inward no.	
Firm/Company	MODI Realty	Project: Bachupally	NGH	HO received date	
PO/WO date		PO/WO No.		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	SAL/115	20/12/22	2336/-	☐ 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 ☐ Steel 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		2336/-
Amount F – Difference (A – E):		2336/-
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:	[illegible]				
Sign:	[signature]				
Date	26/12/22	APPROVED BY 26 DEC 2022 E. PRASAD MANAGER-PROMOTIONS			
Approval limit	Upto 2k	Above 2k	Above 1Lk	Upto 2k	Above 2k

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.

PROP PROPERTY

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/115
	Invoice Date.	20-12-2022
	Mehta Propproperty Online Private Limited	
	Account Details	
Modi Realty (Pocharam) LLP 5-4-187/3&4,2n d Floor,Soham Mansion MG Road Secunderabad Hyderabad GSTIN/UIN: 36ABIFM1836H1Z7 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	Nilgiri Heights CGST +9% SGST +9%	Pocharam Near Infosys East Hyderabad	3	660	1,980.00 178.2 178.2
	Total				**2,336.40**

E.&O.E

Amount Chargeable(in words)

Indian Rupees : TWO THOUSAND THREE HUNDRED AND THIRTY SIX RUPEES ONLY

	Taxable Valuc	Central Tax		State Tax	
		Ratc	Amount	Ratc	Amount
	1,980.00	9%	178.2	9%	178.2
Total	**1,980.00**		**178.2**		**178.2**

Tax Amount (in words) : THREE HUNDRED AND FIFTY SIX RUPEES ONLY

Thanks & Regards,

Annaboina S Divya

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MEHTA PROPPROPERTY ONLINE PRIVATE LIMITED HYDERABAD

A.S.Divya