

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	26/12/22	Prepared by	Y. M. K. H.	Serial no.	
Supplier name	Mela Properties Online Pvt. Ltd			HO issued no.	
Firm/Company	Mela Properties	Project	UP	HO received date	
PO/VO date		PO/VO No.		Scan ID	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1	SAC/114	20/12/22	6280	☐ Yes ☐ No	
2				☐ Yes ☐ No	
3				☐ Yes ☐ No	
4				☐ Yes ☐ No	
Amount A - Bills 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
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				6280	
Amount F - Difference (A - E):				6280	
Quantity received as per PO/VO			☐ Yes ☐ Surplus received ☐ Short received ☐ Part received		
Close PO/VO			☐ Yes ☐ No - wait for balance material ☐ Other		
Payment - due date					
Remarks:					
Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:	Y. M. K. H.				
Sign:					
Date	26/12/22				
Approved limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

Note: 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 weighment slips, RMC batch reports, duplicate documents, Every bills, test reports, etc. 4. In Amount A, include transport, Transit charges, etc., and interest 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

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

Invoice No. SAL/114

Invoice Date. 20-12-2022

Mehta Propproperty Online Private Limited

Account Details

Account Holder Name:

**MEHTA PROPPROPERTY
ONLINE PRIVATE LIMITED**

Account Number:

009763300000776

IFSC Code:

YESB0000097

S.No	Project Name	Address	Qty	Rate	Amount
1	Greenwood Heights CGST +9% SGST +9%	Kowkur Near Yapral	8	660	5,280.00 475.2 475.2
Total					6,230.40

E.&O.E

Amount Chargeable(in words)

Indian Rupees : SIX THOUSAND TWO HUNDRED AND THIRTY RUPEES ONLY

	Taxable Value	Central Tax		State Tax	
		Rate	Amount	Rate	Amount
	5,280.00	9%	475.2	9%	475.2
Total	5,280.00		475.2		475.2

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

Thanks & Regards,

Annaboina S Divya

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

Experience the first online marketplace for Construction Industry!

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

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

