

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 6/2/23		Prepared by: <i>Chinku</i>		Serial no.	
Supplier name: <i>Meha BOP BOP Pvt Ltd</i>		Project: <i>Meha BOP BOP Pvt Ltd</i>		HO inward no.	
Firm/Company: <i>Meha BOP BOP Pvt Ltd</i>		PO/WO No.		HO received date	
PO/WO date				Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	128	1/2/23	3115	☐ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hasseli Charges):

Proof of delivery by way of: ☐ DCs/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: 3115

Amount E – PO / WO value: 3115

Amount F – Difference (A – E):

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

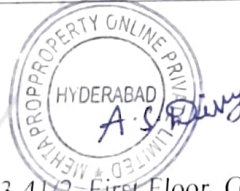
Close PO / WO ☐ Yes ☐ No – wait for balance material ☐ Other

Payment – due date

Remarks:

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	<i>Chinku</i>				
Sign:	<i>[Signature]</i>				
Date:	6/2/23				
Approval Limit	Upto 20k	Above 20k	Above 100k	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 5 documents i.e., advice to credit to supplier, original bill, proof of delivery, original purchase order with barcodes, original requisition. 3. Do not attach additional documents like weightment slips, RMC batch reports, duplicate documents, Every bill, test reports, etc. 4. In Amount A, exclude transport, Hasseli 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			Invoice No. SAL/128		
Ghasmandi Road, Secunderabad			Invoice Date. 01/02/2023		
GSTIN/UIN: 36AAKCM3777H1Z1			Mehta Propproperty Online Private Limited		
Statem Name : Telangana.Code :03			Account Details		
Mehta and Modi Realty Kowkur LLP			Account Holder Name:		MEHTA PROPPROPERTY ONLINE PRIVATE LIMITED
5-4-187/3&4,2nd Floor,Soham Mansion			Account Number:		009763300000776
MG Road Secunderabad Hyderabad			IFSC Code:		YESB0000097
GSTIN/UIN: 36ABLFM7631F1Z3					
Statem Name : Telangana.Code :03					
S.No	Project Name	Address	Qty	Rate	Amount
1	Greenwood Heights	Kowkur	4	660	2,640.00
	CGST +9%	Near Yapral			237.60
	SGST +9%	Hyderabad			237.60
Total					3,115.20
Amount Chargeable(in words)					E.&O.E
Indian Rupees: THREE THOUSAND ONE HUNDRED FIFTEEN RUPEES ONLY					
	Taxable	Central Tax		State Tax	
	Value	Rate	Amount	Rate	Amount
	2,640.00	9%	237.60	9%	237.60
Total	2,640.00		237.60		237.60
Tax Amount (in words) : FOUR HUNDRED AND SEVENTY FOUR 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		