

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 6/2/23		Prepared by: [Signature]		Serial no.	
Supplier name: Menta Pro Property online Pvt. Ltd.		Project: MODI Realty, Panchsari, UP, N.Y.H.		HO Inward no.	
Firm/Company: MODI Realty		PO/WO No.		HO received date	
PO/WO date		PO/WO No.		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	129	1/2/23	3115/-	☐ 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: ☐ 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:

Amount E - PO / WO value:

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:	[Signature]				
Sign:	[Signature]				
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 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, 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.

INVOICE

S.No		Project Name		Address		Qty	Rate	Amount
1		Nigiri Heights		Pocharam		4	660	2,640.00
		GST +9%		Near Infosys				237.60
		SGST +9%		East Hyderabad				237.60
		Total						3,115.20
Amount Chargeable (in words)								₹ 3,115.20
Indian Rupees: THREE THOUSAND ONE HUNDRED FIFTEEN RUPEES ONLY								
Taxable Value		Central Tax		State Tax				
		Rate	Amount	Rate	Amount			
2,640.00		9%	237.60	9%	237.60			
Total		237.60		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								