

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 13/2/23		Prepared by: Y. Prakash		Serial no.	
Supplier name: Mela Pop Bopali online Pvt Ltd		Project: Modi Road, Ghera, Biju		HO inward no.	
Firm/Company: Modi Road, Ghera, Biju		PO/WO No.		HO received date	
PO/WO date		Scan ID.			
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	132	8/2/23	3115	☐ Yes ☐ No	
2.				☐ Yes ☐ No	
3.				☐ Yes ☐ No	
4.				☐ Yes ☐ No	
Amount A - Bills total (Excluding Transport & Hamali Charges):				☐ Yes ☐ No	
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report					
MRN nos.	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.				3115	
Amount F - Difference (A - E):				3115	
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
Name:		Y. Prakash			
Sign:					
Date:		13/2/23			
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 weighment slips, RMC batch reports, duplicate documents, E-way 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

Mehta Propproperty Online Private Limited # 4-3-41/2, First Floor Ghasmandi Road, Secunderabad GSTIN/UIN: 36AAKCM3777H1Z1 Statem Name : Telangana, Code :03			Invoice No. SAL/132 Invoice Date. 08/02/2023		
Modi Realty Genome Vallay LLP 5-4-187/3&4, 2nd Floor, Soham Mansion MG Road Secunderabad Hyderabad GSTIN/UIN: 36ABFFM3063P1ZU Statem Name : Telangana, Code :03			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	Bloomdale Residency - GMR CGST +9%	Genome Valley Near Shamirpet	4	660	2,640.00
	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 Value	Central Tax		State Tax	
		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 SEVENTY FIVE 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					