

**PURCHASE DIVISION**  
**Advice for approval for credit to supplier**

|               |                              |               |                           |                                                          |  |
|---------------|------------------------------|---------------|---------------------------|----------------------------------------------------------|--|
| Date:         | 3/3/23                       | Prepared by   | [Signature]               | Serial no.                                               |  |
| Supplier name | Mehla Properties Private Ltd | HO inward no. |                           |                                                          |  |
| Firm/Company  | Mehla Properties             | Project       | Ready for work up 9/11/22 | HO received date                                         |  |
| PO/WO date    |                              | PO/WO No.     |                           | Scan ID.                                                 |  |
| Sl no.        | Bill no.                     | Bill date     | Bill amount               | Original attached                                        |  |
| 1.            | 143                          | 25/2/23       | 21,027                    | <input type="checkbox"/> Yes <input type="checkbox"/> No |  |
| 2.            |                              |               |                           | <input type="checkbox"/> Yes <input type="checkbox"/> No |  |
| 3.            |                              |               |                           | <input type="checkbox"/> Yes <input type="checkbox"/> No |  |
| 4.            |                              |               |                           | <input type="checkbox"/> Yes <input type="checkbox"/> 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 nos.: |  | Proof of delivery matches MRN | <input type="checkbox"/> Yes <input type="checkbox"/> 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.

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:          | 3/3/23           |                  |            |            |                  |
| 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, survey data, 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

State Name : Telangana, Code : 03

Mehta and Modi Realty 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/143

Invoice Date: 25/02/2023

Mehta Propproperty Online Private Limited

Account Details

Account Holder Name: MEHTA PROPPROPERTY ONLINE PRIVATE LIMITED

009763300000776

Account Number:

IFSC Code: YESB0000097

| S.No | Project Name      | Address     | Qty | Rate | Amount    |
|------|-------------------|-------------|-----|------|-----------|
| 1    | Greenwood Heights | Kowkur      | 27  | 660  | 17,820.00 |
|      | CGST +9%          | Near Yaprul |     |      | 1,603.80  |
|      | SGST +9%          | Hyderabad   |     |      | 1,603.80  |

Total

21,027.60

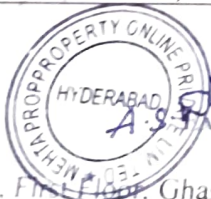
Amount Chargeable(in words)

E.&O.E

Indian Rupees: TWENTY ONE THOUSAND TWENTY SEVEN RUPEES ONLY

|       | Taxable   | Central Tax |          | State Tax |          |
|-------|-----------|-------------|----------|-----------|----------|
|       | Value     | Rate        | Amount   | Rate      | Amount   |
|       | 17,820.00 | 9%          | 1,603.80 | 9%        | 1,603.80 |
| Total | 17,820.00 |             | 1,603.80 |           | 1,603.80 |

Tax Amount (in words) : ONE THOUSAND SIX HUNDRED THREE 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