

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	3/3/23	Prepared by	Y. Prakash	Serial no.	
Supplier name	Metha Properties	Project	on the RTD	HO inward no.	
PO/WO date	Metha 5/10/23	PO/WO No.	14/2/23	HO received date	
SI no.	Bill no.	Bill date	Bill amount	Scan ID.	Original attached
1.	137	14/2/23	3894/		☐ 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 nos.:	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

Close PO / WO ☐ Yes ☐ Excess received ☐ Short received ☐ Part received

Payment - due date ☐ Yes ☐ No - wait for balance material ☐ Other

Remarks:

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Y. Prakash				
Sign:					
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, Eway 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
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: SAI 137

Invoice Date: 14.02.2023

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	5	660	3,300.00
	CGST - 9%	Near Yapral			297.00
	SGST - 9%	Hyderabad			297.00

Total
3,894.00

Amount Chargeable (in words)

F & O E
Indian Rupees: THREE THOUSAND ONE HUNDRED FIFTEEN RUPEES ONLY

	Taxable	Central Tax		State Tax	
	Value	Rate	Amount	Rate	Amount
	3,300.00	9%	297.00	9%	297.00
Total	3,300.00		297.00		297.00

Tax Amount (in words): FOUR HUNDRED AND SEVENTY FOUR RUPEES ONLY
Thanks & Regards,

Annaboina S Divya

Marketing Manager - 91 9100377088 - divya@propproperty.com

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