

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 3/3/23		Prepared by: [Signature]		Serial no.	
Supplier name: Neha Property Online Pvt Ltd		Project: HOD: Realty		HO inward no.	
PO/WO date:		PO/WO No.:		HO received date:	
SI no.		Bill no.		Scan ID.	
		Bill date		Bill amount	
1.		145		25/2/23	
2.				778	
3.					
4.					
				Original attached	
				☐ Yes ☐ No	
				☐ Yes ☐ No	
				☐ Yes ☐ No	
				☐ 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	
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.				778	
Amount F - Difference (A - E):				778	
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	
Name:		[Signature]		MD	
Sign:		[Signature]		Accountant	
Date:		3/3/23		Accounts Manager	
Approval limit		Upto 20k		Above 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, Lway 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/145			
			Invoice Date. 25/02/2023			
			Mehta Propproperty Online Private Limited			
			Account Details			
Modi Realty (Miryalaguda) LLP 5-4-187/3&4,2nd Floor,Soham Mansion MG Road Secunderabad Hyderabad GSTIN/UIN: 36ABCFM6774G2ZZ Statem Name : Telangana,Code :03			Account Holder Name:		MEHTA PROPPROPERTY ONLINE PRIVATE LIMITED	
			Account Number:		009763300000776	
			IFSC Code:		YESB0000097	
S.No	Project Name	Address	Qty	Rate	Amount	
1	AVR Gulmohar Homes CGST +9% SGST +9%	Miryalaguda Nalgonda	1	660	660.00 59.40 59.40	
Total					778.80	
Amount Chargeable(in words)					E.&O.E	
Indian Rupees: SEVEN HUNDRED SEVENTY EIGHT RUPEES ONLY						
	Taxable Value	Central Tax		State Tax		
		Rate	Amount	Rate	Amount	
	660.00	9%	59.40	9%	59.40	
Total	660.00		59.40		59.40	
Tax Amount (in words) : ONE HUNDRED EIGHTEEN 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		

