

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

|               |                               |             |             |                                                                     |  |
|---------------|-------------------------------|-------------|-------------|---------------------------------------------------------------------|--|
| Date:         | 16/3/22                       | Prepared by | Salman      | Serial no.                                                          |  |
| Supplier name | Dooproduct                    |             |             | HO inward no.                                                       |  |
| Firm/Company  | West a ground<br>ready supply | Project     | CHIT        | HO received date                                                    |  |
| PO/WO date    |                               | PO/WO No.   |             | Scan ID.                                                            |  |
| Sl no.        | Bill no.                      | Bill date   | Bill amount | Original attached                                                   |  |
| 1.            | 146                           | 16/3/22     | 21,806/-    | <input checked="" 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:

21,806/-

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 | MD         | Accountant | Accounts Manager |
| Name:          | Salman           |                  |            |            |                  |
| Sign:          | 16/3/22          |                  |            |            |                  |
| Date:          |                  |                  |            |            |                  |
| 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, 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/UID: 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/UID: 36ABLFM7631F1Z3  
State Name : Telangana, Code :03

Invoice No. SAL/146  
Invoice Date. 10/03/2023

Mehta Propproperty Online Private Limited

Account Details  
Account Holder Name: MEHTA PROPPROPERTY ONLINE PRIVATE LIMITED

Account Number: 009763300000776  
IFSC Code: YESB0000097

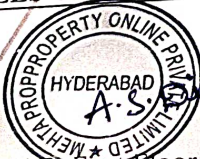
| S.No  | Project Name                              | Address                             | Qty | Rate | Amount                                                   |
|-------|-------------------------------------------|-------------------------------------|-----|------|----------------------------------------------------------|
| 1     | Greenwood Heights<br>CGST +9%<br>SGST +9% | Kowkur<br>Near Yaprall<br>Hyderabad | 28  | 660  | 18,480.00<br>1,663.20<br>1,663.20<br>21,806.40<br>E.&O.E |
| Total |                                           |                                     |     |      |                                                          |

Amount Chargeable(in words)

Indian Rupees: TWENTY ONE THOUSAND EIGHT HUNDRED AND SIX RUPEES ONLY

| Taxable   |           | Central Tax |      | State Tax |  |
|-----------|-----------|-------------|------|-----------|--|
| Value     | Rate      | Amount      | Rate | Amount    |  |
| 18,480.00 | 9%        | 1,663.20    | 9%   | 1,663.20  |  |
| Total     | 18,480.00 | 1,663.20    |      |           |  |

Tax Amount (in words) : THREE THOUSAND THREE HUNDRED TWENTY SIX RUPEES ONLY



Thanks & Regards,  
Annaboina S Divya  
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