

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 27/3/23		Prepared by: J. H. M. H.		Serial no.	
Supplier name: Mehla Properties Online Pvt Ltd		Project: Modi Properties Pvt Ltd		HO inward no.	
PO/WO date:		PO/WO No.		HO received date	
SI no.		Bill no.		Bill date	
				Bill amount	
				Original attached	
1.		SA/151		20/3/23	
2.				29,500/-	
3.				☐ Yes ☐ No	
4.				☐ 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: 29,500/-					
Amount F - Difference (A - E): 29,500/-					
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:		J. H. M. H.		M D	
Sign:				Accountant	
Date:		27/3/23		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, L-way bills, test reports, etc.
 4. In Amount A, exclude transport, Hamali charges, etc., and instead include in Amount 3.
 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/151 Invoice Date. 20/03/2023 Mehta Propproperty Online Private Limited Account Details Account Holder Name: MEHTA PROPPROPERTY ONLINE PRIVATE LIMITED Account Number: 009763300000776 IFSC Code: YESB0000097		
Modi Properties Pvt Ltd 5-4-187/3&4, 2nd Floor, Soham Mansion MG Road Secunderabad Hyderabad GSTIN/UIN: 36AABCM4761E1ZM Statem Name : Telangana, Code :03					
S.No	Project Name	Address	Qty	Rate	Amount
1	Social Media Activities CGST +9% SGST +9%	5-4-187/3&4, 2nd Floor, MG Road, Secunderabad, Hyderabad.	1	25000	25,000.00 2,250.00 2,250.00
Total					29,500.00
					E.&O.E
Amount Chargeable(in words)					
Indian Rupees: TWENTY NINE THOUSAND FIVE HUNDRED RUPEES ONLY					
	Taxable Value	Central Tax		State Tax	
		Rate	Amount	Rate	Amount
	25,000.00	9%	2,250.00	9%	2,250.00
Total	25,000.00		2,250.00		2,250.00
Tax Amount (in words) : FOUR THOUSAND FIVE HUNDRED RUPEES ONLY					
  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 Thanks & Regards, Annaboina S Divya					