

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 4/4/23		Prepared by: P. H. W. S.		Serial no.	
Supplier name: Mehta Properties Online Pvt Ltd		Project: Kalyan Nagar		HO inward no.	
Firm/Company: MODI Realty		PO/WO No.		HO received date	
SI no.		Bill no.		Scan ID.	
		Bill date		Bill amount	
1.		153		27/8/23	
2.				5451	
3.					
4.					
				Original attached?	
				☐ Yes ☐ No	
				☐ Yes ☐ No	
				☐ Yes ☐ No	
				☐ Yes ☐ No	
Amount A - Bills total (Excluding Transport & House Charges):					
Proof of delivery by way of: ☐ DC/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report					
MRN no.:		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:				5451	
Amount F - Difference (A - E):				5451	
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:		P. H. W. S.		M D	
Sign:				Accountant	
Date:		4/4/23		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. This set should only have 5 documents i.e., advice to credit to supplier, original bill, proof of delivery, original purchase order and invoice, 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, include transport, House charges, etc., and instead include in Amount 5. This report must reach HO within one working day of approval by purchase officer/purchase manager.

INVOICE

Mehta Propproperty Online Private Limited			INVOICE		
# 4-3-4/1/2, First Floor Ghasmandi Road, Secunderabad GSTIN/UIN : 36AAKCM377H1Z1 State Name : Telangana, Code :03			Invoice No. SAL/153 Invoice Date : 27/03/2023		
Modi Realty (Pocharam) LLP 5-4-18/3&4-2nd Floor, Soham Mansion MG Road Secunderabad Hyderabad GSTIN/UIN: 36ABIFM1836H1Z7 State Name : Telangana, Code :03			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	Nilgiri Heights CGST +9% SGST +9%	Pocharam Near Infosys East Hyderabad	7	660	4,620.00 415.80 415.80
Total					5,451.60
Amount Chargeable(in words)			E.&O.E		
Indian Rupees: FIVE THOUSAND FOUR HUNDRED AND FIFTY ONE RUPEES ONLY					
	Taxable Value	Central Tax		State Tax	
	Rate	Amount	Rate	Amount	
	4,620.00	9%	415.80	9%	415.80
Total	4,620.00		415.80		415.80
Tax Amount (in words) : EIGHT HUNDRED AND THIRTY ONE 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					



Marketing Manager | +91 9100377088 | divya@propproperty.com
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Thanks & Regards,

Annaboina S Divya