

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 17/4/23		Prepared by: Y. M. K. S.		Serial no.	
Supplier name: Mehla & Proprietary		Project: Road		HO Inward no.	
PO/WO date: Mon. 17/4/23		PO/WO No.		HO received date	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	104	12/4/23	3115	☐ Yes ☐ No	
2.				☐ Yes ☐ No	
3.				☐ Yes ☐ No	
4.				☐ Yes ☐ No	
Amount A - Bills total (Excluding Transport & Hamali Charges):				☐ Yes ☐ No	
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report					
MRN No.:				Proof of delivery matches MRN	☐ Yes ☐ No
Amount B - Other Credit: Transportation charges					
Amount C - Other Debits:					
Amount D (D=A+B-C) - Amount to be credited to the supplier:					
Amount E - PO / WO value:				3115	
Amount F - Difference (A - E):				3115	
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
Name:		Y. M. K. S.			
Sign:					
Date:		17/4/23			
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. This set should only have 5 documents i.e., advice to credit to supplier, original bill, proof of delivery, original purchase order and 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 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/04 Invoice Date. 12/04/2023		
Modi Realty (Pocharam) LLP 5-4-187/3&4, 2nd Floor, Soham Mansion MG Road Secunderabad Hyderabad GSTIN/UIN: 36ABIFM1836H1Z7 Statem Name : Telangana, Code :03			Mehta Propproperty Online Private Limited Account Details Account Holder Name: MEHTA PROPPROPERTY ONLINE PRIVATE LIMITED Account Number: 009763300000776 IFSC Code: YESB00000097		
S.No	Project Name	Address	Qty	Rate	Amount
1	Nilgiri Heights CGST +9% SGST +9%	Pocharam Near Infosys East Hyderabad	4	660	2,640.00 237.60 237.60
Total					3,115.20
Amount Chargeable(in words)					E.&O.E
Indian Rupees: THREE THOUSAND ONE HUNDRED AND FIFTEEN RUPEES ONLY					
	Taxable Value	Central Tax		State Tax	
		Rate	Amount	Rate	Amount
	2,640.00	9%	237.60	9%	237.60
Total	2,640.00		237.60		237.60
Tax Amount (in words) : EIGHT HUNDRED AND THIRTY ONE RUPEES ONLY					

Thanks & Regards,
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 Experience the first online marketplace for Construction Industry!
 Mehta Propproperty Online Pvt. Ltd. | www.propproperty.com
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A.S. Divya