

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 17/4/23		Prepared by: [Signature]		Serial no.	
Supplier name: Mchling Prop Property		Project: Mchling Property		HIO Inward no.	
PO/WO date: 17/4/23		PO/WO No.		HIO received date	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	01	7/4/23	19,470/-	☐ Yes ☐ No	
2.				☐ Yes ☐ No	
3.				☐ Yes ☐ No	
4.				☐ Yes ☐ No	
Amount A - Bills total (Including Transport & Hamali 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:				19,470/-	
Amount F - Difference (A - E):				19,470/-	
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:		[Signature]	[Signature]		
Sign:		[Signature]	[Signature]		
Date:		17/4/23			
Approval limit		Upto 20k	Above 20k	Above 100k	Upto 20k
					Above 20k

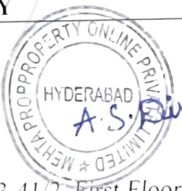
Notes: 1. In case amount to be credited to supplier and the bills total does not match, accountants to prepare JV for debit or credit. This set should only have 5 documents i.e., advice to credit to supplier, original bill, proof of delivery, original purchase order and invoice, original requisition. 3. Do not attach additional documents like weighment slips, RMC batch reports, duplicate documents, survey bills, test reports, etc. 4. In Amount A, include transport, Hamali charges, etc., and instead include in Amount 5. This report must reach HIO within one working day of approval by purchase officer/purchase manager.



INVOICE

Mehta Propproperty Online Private Limited		Invoice No. SAL/01	
# 4-3-41/2, First Floor		Invoice Date. 07/04/2023	
Ghasmandi Road, Secunderabad		Mehta Propproperty Online Private Limited	
GSTIN/UIN: 36AAKCM3777H1Z1		Account Details	
State Name : Telangana, Code :03		Account Holder Name: MEHTA PROPPROPERTY ONLINE PRIVATE LIMITED	
Mehta and Modi Realty Kowkur LLP		Account Number: 009763300000776	
5-4-187/3&4, 2nd Floor, Soham Mansion		IFSC Code: YESB0000097	
MG Road Secunderabad Hyderabad			
GSTIN/UIN: 36ABLFM7631F1Z3			
State Name : Telangana, Code :03			

S.No	Project Name	Address	Qty	Rate	Amount
1	Greenwood Heights	Kowkur	25	660	16,500.00
	CGST +9%	Near Yaprall			1,485.00
	SGST +9%	Hyderabad			1,485.00
Total					19,470.00
Amount Chargeable(in words)					E.&O.E
Indian Rupees: NINETEEN THOUSAND FOUR HUNDRED AND SEVENTY RUPEES ONLY					
	Taxable Value	Central Tax Rate	Amount	State Tax Rate	Amount
	16,500.00	9%	1,485.00	9%	1,485.00
Total	16,500.00		1,485.00		1,485.00
Tax Amount (in words) : TWO THOUSAND NINE HUNDRED SEVENTY RUPEES ONLY					



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Thanks & Regards,
Annaboina S Divya