

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 27/4/23		Prepared by: J. W. K. S.		Serial no.	
Supplier name: Mela Properties Online Pvt Ltd		Project: MPL		HO inward no.	
Firm/Company: Mela Properties Online Pvt Ltd		PO/WO No.		HO received date	
PO/WO date:		Scan ID.			
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	06	20/4/23	29,500	☐ Yes ☐ No	
2.				☐ Yes ☐ No	
3.				☐ Yes ☐ No	
4.				☐ 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	M D	Accountant	Accounts Manager
Name:	J. W. K. S.				
Sign:					
Date	27/4/23				
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.
 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/UIN: 36AAKCM3777H1Z1 State Name : Telangana, Code :03			Invoice No. SAL/06 Invoice Date. 20/04/2023 Mehta Propproperty Online Private Limited Account Details Account Holder Name: Account Number: IFSC Code: MEHTA PROPPROPERTY ONLINE PRIVATE LIMITED 009763300000776 YESB0000097		
Modi Properties Pvt Ltd 5-4-187/3&4, 2nd Floor, Soham Mansion MG Road Secunderabad Hyderabad GSTIN/UIN: 36AABCM4761E1ZM State Name : Telangana, Code :03					
S.No	Project Name	Address	Qty	Rate	Amount
1	Social Media Activities	5-4-187/3&4, 2nd Floor, MG Road, Secunderabad, Hyderabad.	1	25000	25,000.00
	CGST +9%				2,250.00
	SGST +9%				2,250.00
Total					29,500.00
Amount Chargeable(in words)					E.&O.E
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					
 # 4-3-41/2, First Floor, Ghasmandi Road, Sec'bad, Telangana -500 003 Ph: +91 040 48514361			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		

