

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 8/5/23		Prepared by: Y. W. S.		Serial no.	
Supplier name: MCHARY Prop Property online PVT LTD		Project: MAD: PRO PVT LTD		HO inward no.	
Firm/Company: MAD: PRO PVT LTD		Project: MAD: PRO PVT LTD		HO received date	
PO/WO date		PO/WO No.		Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	SAC/10	29/4/23	7009/	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
3.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
4.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Amount A - Bills total (Excluding Transport & Hamali Charges):					
Proof of delivery by way of: <input type="checkbox"/> DCa/bill <input type="checkbox"/> Steel report <input type="checkbox"/> RMC pour report <input type="checkbox"/> Solid block report <input type="checkbox"/> Installation report					
MRN nos.:		Proof of delivery matches MRN		<input type="checkbox"/> Yes <input type="checkbox"/> 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:				7009/	
Amount F - Difference (A - E):				7009/	
Quantity received as per PO / WO		<input type="checkbox"/> Yes <input type="checkbox"/> Excess received <input type="checkbox"/> Short received <input type="checkbox"/> Part received			
Close PO / WO		<input type="checkbox"/> Yes <input type="checkbox"/> No - wait for balance material <input type="checkbox"/> Other			
Payment - due date					
Remarks:					
Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:	Y. W. S.				
Sign:					
Date	8/5/23				
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/UTN: 36AAKCM3777H1Z1 Statem Name : Telangana, Code :03		Invoice No. SAL/10			
		Invoice Date. 29/04/2023			
Modi Properties Pvt Ltd 5-4-187/3&4, 2nd Floor, Soham Mansion MG Road Secunderabad Hyderabad GSTIN/UTN: 36AABCM4761E1ZM 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:	YESB0000097		
S.No	Project Name	Address	Qty	Rate	Amount
1	Mayflower Platinum	Mallapur Near Habsiguda Hyderabad	9	660	5,940.00
	CGST +9%				534.60
	SGST +9%				534.60
Total					7,009.20
Amount Chargeable(in words)				E.&O.E	
Indian Rupees: SEVEN THOUSAND NINE RUPEES ONLY					
	Taxable Value	Central Tax		State Tax	
		Rate	Amount	Rate	Amount
	5,940.00	9%	534.60	9%	534.60
Total	5,940.00		534.60		534.60
Tax Amount (in words) : ONE THOUSAND SIXTY EIGHT 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		

