

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		8/5/23		Prepared by		C. W. K. S.		Serial no.			
Supplier name		Mentag Properties Online Pvt Ltd						HO inward no.			
Firm/Company		Mentag Properties Online Pvt Ltd		Project		Reality Kaveri up		HO received date			
PO/WO date				PO/WO No.				Scan ID.			

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	SAL/27	29/4/23	11682/-	☐ 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
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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:

Amount F - Difference (A - E):

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:	C. W. K. 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	Invoice No.	SAL/07
Ghasmandi Road, Secunderabad	Invoice Date.	29/04/2023
GSTIN/UIN: 36AAKCM3777H1Z1	Mehta Propproperty Online Private Limited	
Statem Name : Telangana,Code :03	Account Details	
Mehta and Modi Realty Kowkur LLP	Account Holder Name:	MEHTA PROPPROPERTY ONLINE PRIVATE LIMITED
5-4-187/3&4,2nd Floor,Soham Mansion	Account Number:	009763300000776
MG Road Secunderabad	IFSC Code:	YESB0000097
Hyderabad		
GSTIN/UIN: 36ABLFM7631F1Z3		
Statem Name : Telangana,Code :03		

S.No	Project Name	Address	Qty	Rate	Amount
1	Greenwood Heights	Kowkur	15	660	9,900.00
	CGST +9%	Near Yaprall			891.00
	SGST +9%	Hyderabad			891.00

Total

11,682.00

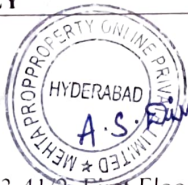
Amount Chargeable(in words)

E.&O.E

Indian Rupees: ELEVEN THOUSAND SIX HUNDRED AND EIGHTY TWO RUPEES ONLY

	Taxable	Central Tax		State Tax	
	Value	Rate	Amount	Rate	Amount
	9,900.00	9%	891.00	9%	891.00
Total	9,900.00		891.00		891.00

Tax Amount (in words) : ONE THOUSAND SEVEN HUNDRED EIGHTY TWO RUPEES ONLY



Thanks & Regards,
Annaboina S Divya

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