

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 8/5/23		Prepared by: J. H. A. C.		Serial no.	
Supplier name: M. K. S. Property online B. K. G. D.				HO inward no.	
Firm/Company: Modi, K. K. S. H. Project: K. K. S. H. V. A. L. U. E. B. K. G. D.				HO received date	
PO/WO date:		PO/WO No.		Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	8/5/23	29/4/23	1180/-	☐ 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: 1180/-					
Amount F – Difference (A – E): 1180/-					
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. H. A. C.				
Sig:					
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/UIN: 36AAKCM3777H1Z1					
System Name : Telangana.Code :03					
Modi Realty Genome Vallay LLP					
5-4-187/3&4,2nd Floor,Soham Mansion					
MG Road Secunderabad					
Hyderabad					
GSTIN/UIN: 36ABFFM3063PIZL					
System Name : Telangana.Code :03					
S.No	Project Name	Address	Qty	Rate	Amount
1	Bloomdale Residency - BRGV CGST +9% SGST +9%	Genome Valley Near Shamirpet Hyderabad	1 (Site Visit)	1000	1,000.00 90.00 90.00
Lead Name: Ramanji Yadav Yalagala, Contact No: +91 9618609848					
Total					
Amount Chargeable(in words)		1,180.00 E.&O.E			
Indian Rupees: ONE THOUSAND ONE HUNDRED AND EIGHTY RUPEES ONLY					
Taxable Value		Central Tax		State Tax	
		Rate	Amount	Rate	Amount
1,000.00		9%	90.00	9%	90.00
1,000.00			90.00		90.00
Total					
Tax Amount (in words) : ONE HUNDRED EIGHTY 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 Mehta Propproperty Online Pvt. Ltd. Ph: +91 040 48514361					

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