

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 4/8/23		Prepared by: [Signature]		Serial no.	
Supplier name: Mchters Prop Property on the RMC		HO inward no.			
Firm/Company: MPTI Rauli Behanpur		Project: Rauli Behanpur		HO received date	
FO/WO date		FO/WO No.		Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	SI	24/7/23	3894	☐ 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 ☐ 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:				3894	
Amount E - FO / WO value:				3894	
Amount F - Difference (A - E):					
Quantity received as per FO / WO		☐ Yes ☐ Exact received ☐ Short received ☐ Part received			
Close FO / WO		☐ Yes ☐ No - wait for balance material ☐ Other			
Payment - due date					
Remarks:					
Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:	[Signature]	[Signature]			
Sign:	[Signature]	[Signature]			
Date:	4/8/23				
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 weighment slips, RMC batch reports, duplicate documents, Every bills, test reports, etc. 4. In Amount A, exclude transport, Hamali charges, etc., and instead include in Amount B.

INVOICE

Mehta Propproperty Online Private Limited

4-3-41/2, First Floor
Ghasmandi Road, Secunderabad
GSTIN/UID: 36AAKCM3777H1Z1
State Name : Telangana, Code :03

Modi Realty (Pocharam) LLP

5-4-187/3&4, 2nd Floor, Soham
Mansion
MG Road Secunderabad
Hyderabad

GSTIN/UID: 36ABIFM1836H1Z7
State Name : Telangana, Code :03

Invoice No. SAL/51

Invoice Date. 24/07/2023

Mehta Propproperty Online Private Limited

Account Details

Account Holder Name:

MEHTA PROPPROPERTY ONLINE PRIVATE LIMITED

009763300000776

Account Number:

YESB0000097

IFSC Code:

S.No	Project Name	Address	Qty	Rate	Amount
1	Nilgiri Heights CGST +9% SGST +9%	Pocharam Near Infosys East Hyderabad	5	660	3,300.00 297.00 297.00
Total					3,894.00 E.&O.E

Amount Chargeable(in words)

Indian Rupees: THREE THOUSAND EIGHT HUNDRED AND NINETY FOUR RUPEES ONLY

Taxable Value	Central Tax		State Tax	
	Rate	Amount	Rate	Amount
3,300.00	9%	297.00	9%	297.00
Total		3,300.00		297.00

Tax Amount (in words) : FIVE HUNDRED AND NINETY FOUR RUPEES ONLY

Thanks & Regards,
Annaboina S Divya

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