

**PURCHASE DIVISION**  
**Advice for approval for credit to supplier**

|                                                   |  |                            |  |                  |  |
|---------------------------------------------------|--|----------------------------|--|------------------|--|
| Date: 16/8/23                                     |  | Prepared by: [Signature]   |  | Serial no.       |  |
| Supplier name: Mehta Prop Property Online Pvt Ltd |  |                            |  | HO inward no.    |  |
| Firm/Company: Mehta & Mod                         |  | Project: Kachhi Kachhi KUP |  | HO received date |  |
| PO/WO date                                        |  | PO/WO No.                  |  | Scan ID.         |  |

| Sl no. | Bill no. | Bill date | Bill amount | Original attached                                        |
|--------|----------|-----------|-------------|----------------------------------------------------------|
| 1.     | 57       | 8/8/23    | 16,354/-    | <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: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ 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: 16,354/-

Amount E – PO / WO value: 16,354/-

Amount F – Difference (A – E):

|                                  |                                                                                                                                                      |
|----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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 | M D        | Accountant | Accounts Manager |
|----------------|------------------|------------------|------------|------------|------------------|
| Name:          | [Signature]      | [Signature]      |            |            |                  |
| Sign:          | [Signature]      | [Signature]      |            |            |                  |
| Date           | 16/8/23          |                  |            |            |                  |
| 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 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

Statem Name : Telangana, Code :03

**Mehta and Modi Realty Kowkur LLP**

5-4-187/3&4, 2nd Floor, Soham Mansion

MG Road Secunderabad  
Hyderabad

GSTIN/UIN: 36ABLFM7631F1Z3

Statem Name : Telangana, Code :03

Invoice No. SAL/57

Invoice

Date. 08/08/2023

**Mehta Propproperty Online Private Limited**

**Account Details**

Account Holder Name:

**MEHTA PROPPROPERTY ONLINE PRIVATE LIMITED**

009763300000776

Account Number:

IFSC Code:

YESB0000097

| S.No | Project Name      | Address     | Qty | Rate | Amount    |
|------|-------------------|-------------|-----|------|-----------|
| 1    | Greenwood Heights | Kowkur      | 21  | 660  | 13,860.00 |
|      | CGST +9%          | Near Yapral |     |      | 1,247.40  |
|      | SGST +9%          | Hyderabad   |     |      | 1,247.40  |

**Total**

**16,354.80**

Amount Chargeable(in words)

E.&O.E

**Indian Rupees: SIXTEEN THOUSAND THREE HUNDRED AND FIFTY FOUR RUPEES ONLY**

| Taxable      | Central Tax      |                 | State Tax |                 |
|--------------|------------------|-----------------|-----------|-----------------|
| Value        | Rate             | Amount          | Rate      | Amount          |
| 13,860.00    | 9%               | 1,247.40        | 9%        | 1,247.40        |
| <b>Total</b> | <b>13,860.00</b> | <b>1,247.40</b> |           | <b>1,247.40</b> |

**Tax Amount (in words): TWO THOUSAND FOUR HUNDRED NINETY FOUR RUPEES ONLY**



**Thanks & Regards,**

Annaboina S Divya

Marketing Manager | +91 9100377088 | divya@propproperty.com

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