

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 26/5/22		Prepared by: C. Prasad		Serial no.	
Supplier name: Prithvika Printer		Project: up		HO inward no.	
Firm/Company: Mani Reality		PO/WO No. 88407		HO received date	
PO/WO date		Scan ID.			

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	552	14/5/22	4,000/-	☐ 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.: 107756	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: 30/5/22

Remarks:

Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:	C. Prasad				
Sign:					
Date	26/5/22				
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.



TAX INVOICE CASH / CREDIT

Cell : 98495 58805

93987 02763

PRIYANKA PRINTERS

★ OFFSET PRINTING ★ SCREEN PRINTING ★ LETTER PADS
 ★ INVITATIONS ★ VISTING CARDS ★ ID CARDS ★ BROUCHERS ★ PHAMPLATES
 ★ OFFICE FILES ★ STICKERS ETC.,

9-5-80/2A, Anjaiaha Nagar, Old Bowenpally, Hyderabad - 500 011, Telangana State.

Email : priyankaprinters4@gmail.com

No. 552

Date : 14/05/2022

M/s Modi Realty Mallapur Up
 H.G. Road, Secunderabad.

Party GSTIN.

SI No.	PARTICULARS	HSN Code	Qty	Rate	Amount Rs. Ps.
1)	Quarter Certificate front & back printing.		400	10 = 00	4000 = 00
E. & O.E.					

Rupees... Four Thousand & only.

Bank Details
 Bank : Punjab & Sind Bank
 A/c : 03191100022739
 Branch : Secunderabad Park Lane
 IFSC Code : PSIB0000319

CGST
 SGST
 TOTAL 4,000 = 00

GSTIN: 36AROPK5593K1Z0

Composite Scheme

Goods once sold Cannot be taken back

Subject to Secunderabad jurisdiction

For PRIYANKA PRINTERS

Purchase Order

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21-05-2022 11:28:32



27.04.22 12:24:14

From Company : **Modi Reality Mallapur LLP**
5-4-187/3&3, II nd floor, Soham Mansion, MG Road, Secunderabad.
G S T No. : 36AAEFM1459R1ZP

Supplier Details

Priyanka Printers
1-4-5/37/A, Bholakpur, Hyderabad

GSTIN -

9849558805

Doc No	88407	167090
Doc Date	19-05-2022	
Quote No		
Quote Date	19-05-2022	
SupplyType	Supply	

Kind Attn : Mr. Venu

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	IGST	Amount
1 7595 - Stationery - other - Stationery - NA - nos Guarante Certificate front & back printing	400.00	10.00	0.00	0.00	4,000.00
Total Order Value . . .					4,000.00

Rupees : Four Thousand Only.

Terms and Conditions :-

Specification / Brand	Guarante Certificate front & back printing
Payment Terms	delivery of all materials.
Tax	Inclusive of all taxes
Delivery Date	14-05-2022
Delivery Location	Gulmohar Residency Survey No 19, Mallapur, Hyderabad. NExt to NFC Railway Over Bridge Phone. Contact: Security _____, Admin 9502211011
Penalty For Delay	Nil
Transportation Cost	Nil.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications.
Completion Date	26-05-2022
Measurment	Nil
Security	Material must be delivered between 9.30 am to 6 pm
Remarks	Nil