PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	14/7/22	Prepared by	Salman	Serial no.	
Supplier name	Parivartan ~~Corporate~~ Concept			HO inward no.	
Firm/Company	madipropt	Project	MEPL.	HO received date	
PO/WO date		PO/WO No.		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	0009	21/6/22	5,000	☑ 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.:	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:	5,000/-
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	18/7/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Salman				
Sign:		APPROVED BY 4/2022 E. PRASAD MANAGER-PROMOTIONS			
Date	14/7/22				
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 weighment 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.

parivartan concepts

INVOICE

10-2-289/120/6, 1st Floor, P.S. Nagar,
Shanti Nagar, Hyderabad - 500 057, Telangana

BILL TO:
Modi Properties
Modi Mansion, Sec-bad

INVOICE DATE : June 21, 2022
INVOICE NO : PC/2022-23/0009

DESCRIPTION	AMOUNT
Charges towards the development of additional programming on the dynamic forms	5,000.00

SERVICE TOTAL	5,000.00
ADVANCE / ROUND OFF	0.00
TOTAL - INR	5,000.00

PAN : ACZPJ3438L

Payment Details:

Name: Parivartan Concepts
A/C No: 000805501693
NEFT Code: ICIC0000008
A/C Type: Current Account
Bank & Branch: ICICI Bank, ICICI Bank, Khairtabad

Terms & Conditions:

- Make all cheques payable Parivartan Concepts
- Payment Terms: 15 days. Overdue account subject to a service charge of 1% per month.

THANK YOU FOR YOUR BUSINESS!

PARIVARTAN * CONCEPTS *