

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 21/7/22		Prepared by: C. M. K. S.		Serial no.	
Supplier name: PRITANIKA PRINTERS				HO inward no.	
Firm/Company: MELLAS MOD		Project: Ready to connect up		HO received date	
PG/WO date		PO/WO No.		Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	569	1/7/22	270/-	<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: <input type="checkbox"/> DCs/bill <input type="checkbox"/> Steel report <input type="checkbox"/> RMC pour report <input type="checkbox"/> Solid block report <input type="checkbox"/> 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:					
Amount E - PO / WO value:				270/-	
Amount F - Difference (A - E):				270/-	
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		25/7/22			
Remarks:					

Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:	C. M. K. S.				
Sign:					
Date	21/7/22				
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.



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. **569**

Date : 11/07/2022

M/s Melita S. Modi Realty Kowkur Up
M.G. Road, Secunderabad.

Party GSTIN.

SI No.	PARTICULARS	HSN Code	Qty	Rate	Amount Rs. Ps.
1.	Visiting Cards (Hurstq, Ali)		200	1.35	270 = 00.

INWARD	
Inward No: 228	Dr: 01/07/22
MRN No:	Dr:
Received By: <u>Jasrajib</u>	Sign: <u>[Signature]</u>
MODI PROPERTIES	

E. & O.E.

Rupees Two hundred
Seventy only.

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

CGST	-
SGST	-
TOTAL	270 = 00.

GSTIN: 36AROPK5593K1Z0
Composite Scheme

Goods once sold Cannot be taken back

Subject to Secunderabad jurisdiction

For **PRIYANKA PRINTERS**

[Signature]

3. This report must reach HO within one working day of approval by purchase officer/purchase manager.