

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 21/7/22		Prepared by: C. M. W. S.		Serial no.	
Supplier name: PRITANKA PRINTERS				HO inward no.	
Firm/Company: MOD. K. S.		Project: Mallekha CPMK		HO received date	
PO/WO date		PO/WO No.		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	570	1/7/22	270/-	☐ 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
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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: 270/-

Amount F - Difference (A - E): 270/-

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	
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	C. M. W. 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. 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 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

Date : 11/01/2022

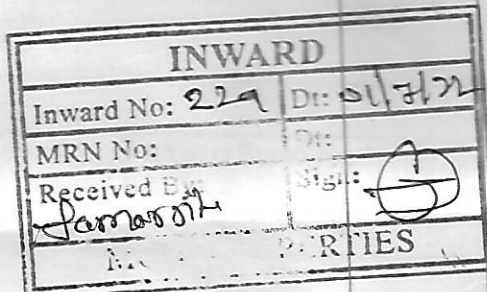
No. 570

M/s

Modi Ratty Hallapur Up
M.C. Road, Secunderabad.

Party GSTIN.

SI No.	PARTICULARS	HSN Code	Qty	Rate	Amount Rs. Ps.
1.	G. Satish Kumar Visting Cards		200	1.35 = 00	270 = 00



E. & O.E.

Rupees: Two hundred
and seventy only.

Bank Details

Bank : Punjab & Sind Bank
A/c : 03191100022739
Branch : Secunderabad Park Lane
IFSC Code : PSIB0000349

CGST

SGST

TOTAL

270 = 00

GSTIN: 36AROPK5593K1Z0
Composite Scheme

Goods once sold Cannot be taken back

Subject to Secunderabad jurisdiction

For PRIYANKA PRINTERS

Notes: 1.
This is
with bare
document
5. This

Working day of approval by purchase officer/purchase manager.