

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 08/09/22		Prepared by: Ramya		Serial no. 7944	
Supplier name: Fine Enterprises				HO inward no.	
Firm/Company: MFH		Project: MFH		HO received date	
PO/WO date: -		PO/WO No.:		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	1900	31/05/22	21241	☒ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No
5.				

Amount A – Bills total (Excluding Transport & Hamali Charges): 2.1241

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: 2.1241

Amount F – Difference (A – E): 2.1241

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: 12/09/22

Remarks: final Bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Ramya				
Sign:	<i>Ramya</i>				
Date:	08/09/22				
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.



FINE ENTERPRISES

Regd. Office: # 1-4-510/1, Bholakpur, Musheerabad, Hyderabad - 500 020. Telangana.

To, MODI FARM House (Hyderabad)
M/s. Chevella

Invoice No.: 1940

Invoice Dt.: 21/05/2022

D.C. No.:

D.C. Date:

GSTIN No.:

Sl. No.	Description of Goods	HSN / SAC Code	Qty.	Rate	Amount	CGST		SGST		Net Value
						%	Amt.	%	Amt.	
1	Coffee Beans E.B.II/H.L. AROMA	09011190				2.5		2.5		
2	Dip-Tea Assam	09024040				2.5		2.5		
3	Dip-Tea Cardamom	09024040				2.5		2.5		
4	Dip-Tea Ginger	09024040				2.5		2.5		
5	Dip-Tea Masala	09024040				2.5		2.5		
6	Dip-Tea Green Gold	09021030				2.5		2.5		
7	Dip-Tea Green Honey Lemon	09021040				2.5		2.5		
8	Lemon Premix Sachets ()	09024040				2.5		2.5		
9	Milk Tetra Pack	04012000				2.5		2.5		
10	Sugar Sachets	17011490				2.5		2.5		
11	Branded Cups ()	48236000				9		9		
12	Plain Paper Cups ()	48236000				9		9		
13	Infusion P/C/S/M	21069099				6		6		
14	Stirrers Plastic/Wood	442139249090				6		6		
15	Health Drink (Boost)	19019090				9		9		
16	Health Drink (Hot Chocolate)	18069040				9		9		
17	Rental Charge Per Month Machine (mg)	SAC998719	1	1800	1800	9	162	9	162	1800
18	Installation Charges	SAC998719				9		9		
19	Accessories	39233010								
20										

Amount in Words:

Two thousand one hundred and thirty four only

TOTAL

1800.00

Add CGST %

162.00

Add SGST %

162.00

Add IGST %

Total Amount after Tax

2124.00

BANK DETAILS

Bank's Name : STATE BANK OF INDIA
Bank Branch : Padmarao Nagar, Secunderabad - 500023.
Bank A/c. No. : 30868977258
Bank IFS Code : SBIN0002772

CERTIFIED THAT THE PARTICULARS GIVEN ABOVE ARE TRUE & CORRECT.

Terms & Conditions:

- 1 Cheque / DD Payment in favour of "FINE ENTERPRISES"
- 2 All the contents/charges of the invoices will be deemed to be correct & accepted by you unless you inform us of any discrepancies / disagreement through a signed letter, within 15 days from the date of receipt of invoice, failing which it shall be construed that all contents/charges indicated in the Invoice is in order and ... (Distributor Name) ... / CDG Ltd. will not be responsible or liable for any disputes/claims received post the said date.
- 3 Goods once sold will not be taken back.
- 4 Subject to Hyderabad Jurisdiction only.

E & O E.

Date:

Consumer Name, Signature & Mobile:



For FINE ENTERPRISES

Authorized Signature