

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: <u>19-11-22</u>		Prepared by: <u>Minish</u>		Serial no. <u>10669</u>	
Supplier name: <u>Fine Enterprises</u>		HO inward no.			
Firm/Company: <u>Modi farm House</u>		Project		HO received date	
PO/WO date		PO/WO No.		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	<u>2118</u>	<u>31-10-22</u>	<u>2,124/-</u>	☐ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			<u>2,124/-</u>
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			<u>-</u>
Amount C – Other Debits :			<u>-</u>
Amount D (D=A+B-C) – Amount to be credited to the supplier:			<u>2,124/-</u>
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		<u>28-11-22</u>	
Remarks: <u>Final bill</u>			

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:					
Sign:					
Date					
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.