PURCHASE DIVISION Advice for approval for credit to supplier

Date:	19/1/23	Prepared	l by	(1)		Serial no			
Supplier name	Menta Pro	Pana	3 / 1 0	Hoke	14	HO inwa	rd no.		
Firm/Company	MODI Really	Project	eyus	Mys		HO recei	ved date		
PO/WO date		PO/WO	No.	1191	1	Scan ID.			
SI no.	Bill no.		Bill	date	1	Bill amoun	t	Original	attached
1.	123		10/1	123	9	345		□ Yes	□ No
2.						1-1		□ Yes	□ No
3.								□ Yes	□ No
4.								□ Yes	□ No
Amount A - Bills	total (Excluding Tran	sport & Ha	mali Charg	ges):					
Proof of delivery b	y way of: DCs/bill	□ Steel re	port o RM	C pour repor	n 🗆 Soli	id block re	port a lns	tallation re	eport
MRN						f delivery	□ Yes □ No		
nos.:					matches	MRN			
Amount B -Other	Credits: Transportati	on charges							
Amount C -Other	Debits:								
Amount D (D=A+)	B-C) – Amount to be	credited to	the supplie	er:			92.		
Amount E – PO / WO value:				(30			934.	3	
Amount F – Differ	ence (A – E):						134		
Quantity received a	as per PO/WO		□ Yes □ I	Excess receiv	ved Sho	ort received	I □ Part re	ceived	
Close PO / WO				No – wait for					
Payment – due date	e								
Remarks:									
Approved by	Purchase Officer	Purc	hase	M D		Accoun	tant	Acco	unto
	I di chiase Officei	Man			7,000		tain	Mana	
Name:	GANAZ'		0						
Sign:	6	h	1						
Date	17/1/23		JED!						
Approval limit	Upto 20k	Above 20	ROME	Above 100k	1	Upto 20k		Above 20	k
I	the base of the day	(6)	14 111	4 1	A A . 1.			****	

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.

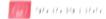
2. This set should only have 5 documents i.e., advice to credit to supplier, original bill, proof of delivery, original purchase order with barcode, original requisition. 3. Do not attach additional documents like weighment slips, RMC batch reports, duplicate documents, Eway bills, test reports, etc. 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.



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