PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	21/1/23	Prepared by	Deepa	Serial no.	135[illegible]
Supplier name	Sri shirdi sai Enterprises			HO inward no.	
Firm/Company	MPPL	Project	MPL	HO received date	
PO/WO date		PO/WO No.		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	01	21/11/22	1000/-	☑ Yes ☐ No
2.			|	☐ Yes ☐ No
3.			|	☐ Yes ☐ No
4.			|	☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	1000/-
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	–
Amount C –Other Debits :	–
Amount D (D=A+B-C) – Amount to be credited to the supplier:	1,000/-
Amount E – PO / WO value:	1000/-
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	30/1/23
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Deepa				
Sign:	[signature]				
Date	21/1/23				
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.

SRI SHIRIDI SAI ENTERPRISES

#Plot No.33, Srinivas Nagar Colony, Boduppal, Hyderabad-500039. (T.S)
Cell: 9848886365, 9985480270

GSTIN : 36BGWPG5733K1ZS

M/S. Modi Properties Pvt Ltd Add; 2nd floor ,5-4-187/3 & 4 Soham mansion M.G road, Secunderabad	**Date:** **21/11/2022** **Invoice No.** 01

Party GSTIN; 36AABCM4761E1ZM

SI No.	DESCRIPTION	HSN Code	QTY	Rate	CGST 9%	SGST 9%	TOTAL
1	Coffee machine rent Oct & Nov month rent		2	500			1000.00
Grand Total							**1000.00**

Total Invoice amount in words:

IGST:
We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct

For **SRI SHIRIDI SAI ENTERPRISES**

SRI SHIRIDI SAI ENTERPRISES BODUPPAL HYDERABAD

Authorised Signature

SUMMIT SALES LLP IN WARD No: Date: 23/11/22 Sign: R.R. DIST.