

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		23/2/23		Prepared by	Salman	Serial no.	
Supplier name		Priyanka Priyanshu		HIO Inward no.			
Firm/Company		modi motors		Project	MP1	HIO received date	
PO/WO date		8/2/23		PO/WO No.	99448	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	625	13/2/23	3,800/-	☒ 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.:	117739	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:

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: 27/2/23

Remarks:

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Salman				
Sign:	23/2/23				
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.



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

No. **625**

Date : 13/2/2023

M/s Modi Properties Pvt Ltd.
M.G. Road, Secunderabad.

Party GSTIN.

SI No.	PARTICULARS	HSN Code	Qty	Rate	Amount Rs. Ps.
1.	Mayflower Platinum flat files		150	19.50	2925 = 00
2.	Soham Sir VC (Hott) corner cutting		500	1.75	875 = 00

INWARD
Inward No: 914 Dt: 13/2/23
MRN No: Dt:
Received By: Jarner Sign: [Signature]
MODI PROPERTIES
E. & O.E.

Rupees Three Thousand
Eight hundred only.

Bank Details
Bank : Punjab & Sind Bank
A/c : 03191100022739
Branch : Secunderabad Park Lane
IFSC Code : PSIB0000319

CGST	-
SGST	-
TOTAL	3,800 = 00

GSTIN: 36AROPK5593K1Z0
Composite Scheme

Goods once sold Cannot be taken back

Subject to Secunderabad jurisdiction

For **PRIYANKA PRINTERS**K Venn

Purchase Order



97448

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Origin

From Company : **Modi Properties Pvt.Ltd.**
5-4-187/3 & 4, IIInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36AABCM4761E1ZM

Supplier Details			
Priyanka Printers 1-4-5/37/A, Bholakpur, Hyderabad GSTIN - 9849558803	Doc No	97448	167511
	Doc Date	22-02-2023	
	Quote No		
	Quote Date	22-02-2023	
	SupplyType	Supply	

Kind Attn : Mr. Venu

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	IGST	Amount
1 464200 - PROM-Promotions - Files-Pre Printed- - 100nos - Per file MPL Flat files	150.00	19.50	0.00	0.00	2,925.00
2 737500 - PROM-Promotions - Visiting Cards-Good quality- - Set of 200nos - Box Visiting cards	500.00	1.75	0.00	0.00	875.00
Total Order Value . . .					3,800.00
Rupees : Three Thousand Eight Hundred Only.					

Terms and Conditions :-

Specification / Brand	MPL Flat files, Visiting cards
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
Delivery Date	13-02-2023
Delivery Location	May Flower Platinum Sy 82/1, Mallapur, Nacharam. Phone. 7680971999
Penalty For Delay	Nil
Transportation Cost	Nil
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications.
Completion Date	13-02-2023
Measurment	Nil
Security	Nil
Remarks	Nil

For **Modi Properties Pvt.Ltd.**
Authorised Signatory

Accepted the above Terms And Conditions
For **Priyanka Printers**