PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	16/3/23	Prepared by	Salman	Serial no.	
Supplier name	Priyanka Products			HO inward no.	
Firm/Company	Greenwood Wildland	Project	Greenwood Acres	HO received date	
PO/WO date		PO/WO No.		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	638	10/3/23	1300/-	☑ 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.:		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:			1300/-
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	20/3/23		
Remarks:			

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Salman				
Sign:	16/3/23	[signature]			
Date					
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED BY ... 16 MAR 2023 ... PROJECTIONS

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. 638 Date : 10/3/2023

M/s Green Wood Welfare Association
M.G. Road, Secunderabad

Party GSTIN.

Sl No.	PARTICULARS	HSN Code	Qty	Rate	Amount Rs. Ps.
	Receipt Books		10	130	1300 - 00

INWARD
Inward No: 969 Dt: 14/3/23
MRN No: Dt:
Received By: Samarjit Sign:
MODI PROPERTIES

E. & O.E.

Rupees Thirteen Hundered Rupees Only

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

CGST	-
SGST	-
TOTAL	1300 - 00

GSTIN: 36AROPK5593K1Z0
Composite Scheme

Goods once sold Cannot be taken back

Subject to Secunderabad jurisdiction

For PRIYANKA PRINTERS