

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	16/3/23	Prepared by	Salwan	Serial no.	
Supplier name	Briyanaka Products			HO inward no.	
Item/Company	Green wood will be used	Project	Green wood	HO received date	
PO/WO date		PO/WO No.		Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	638	16/3/23	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
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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

20/3/23

Remarks:

Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:	Salwan				
Sign:	16/3/23				
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.



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Email : priyankaprinters4@gmail.com

No. **638**

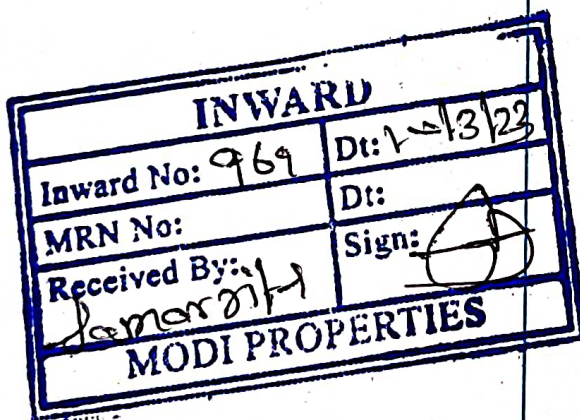
Date : 10/3/2023

M/s Green Wood Welfare Association

M.G. Road, Secunderabad

Party GSTIN.

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



E. & O.E.

Rupees Thirteen Hundred.
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

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Subject to Secunderabad jurisdiction