

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	16/3/23	Prepared by	Salman	Serial no.	
Supplier name	Pragatika Pruthi			HO Inward no.	
From Company	Modi Group	Project	MPL	HO received date	
PO/WO date		PO/WO No.		Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	634	6/2/23	660/-	☒ 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

Remarks:

20/3/23

Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:	Salman				
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.

634

Date : 6/3/23

M/s

Modi properties Pvt. Ltd.

M.G. Road, Secunderabad.

Party GSTIN.

SI No.	PARTICULARS	HSN Code	Qty	Rate	Amount Rs. Ps.
1.	K. Mahesh prasad (VC)		200	1.65	330 = 00
2.	Sachin Mohre (VC)		200	1.65	330 = 00
INWARD Inward No: 958 Dt: 6/3/23 Received By: <i>[Signature]</i> RECEIVED E. & O.E.					

Rupees Six hundred and
sixty only

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

CGST

SGST

TOTAL

660 = 00

GSTIN: 36AROPK5593K1Z0

Composite Scheme

Goods once sold Cannot be taken back

Subject to Secunderabad jurisdiction

For **PRIYANKA PRINTERS***[Signature]*