

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 19-6-23		Prepared by: S. Jaysudha		Serial no. 19562	
Supplier name: pratul Sanitary		HO inward no.			
Firm/Company: SSLLP		Project: SSLLP@VSC		HO received date	
PO/WO date: 31-3-23		PO/WO No. 20230331063		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	23	7-04-23	16,872/-	☐ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			16,872/-
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report			
MRN nos.: 2023040712	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:			16,872/-
Amount E – PO / WO value:			16,872/-
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		26-6-23	
Remarks: final bill			

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:					
Sign:					
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 weightment 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.

S.No	Description	Add Spec	Qty Required	Qty Available at Site	Order Qty	Last Rate	Inward No	Date
16	PLUM4189-Plumbing-PVC-SWR 45 Degree bend--50mm-Nos	57.75	601	0	50.00	100.00		
17	PLUM2885-Plumbing-PVC SWR-Single Socket Pipe--125x300mm-Nos	1254.24	621	84	30.00	725.00		
18	PLUM4983-Plumbing-PVC SWR-Nahani Trap--100mm-Nos	141.25	601	51	42.00	99.00		

PO Num 20230331055 ✓

Date 31 Mar 2023

Type PO Status Open PO

Prepared By :- Ashaiyothi

Sign:-

Date :- 31 Mar 2023

Approved By:-

Sign:-

Date:-

Note: On receipt of material at site write inward number and date in last two columns