

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 27/6/23		Prepared by: Y. H. W. S.		Serial no.	
Supplier name: PRANAVIKA PRINTERS				HO inward no.	
Firm/Company: MODI BOPAL		Project: MPL		HO received date	
PO/WO date: 7/6/23		PO/WO No. 7020		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	649	26/5/23	2290/-	☐ 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:

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Y. H. W. S.				
Sign:					
Date	27/6/23				
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. **649**

Date : 26/5/23

M/s Modi properties pvt. Ltd.

M.G. Road, Secunderabad.

Party GSTIN.

SI No.	PARTICULARS	HSN Code	Qty	Rate	Amount Rs. Ps.
1)	Advait Visiting Cards		200	1.65=00	330=00
2)	Vasu Rao V.C.		400	1.65=00	660=00
3)	Mayflower Welfare Association Receipt Books		10	130=00	1300=00
INWARD Inward No: 138 Dt: 26/5/23 MRN No: Dt: Received By: Sign: MODI PROPERTIES					
E. & O.E.					

Rupees Two thousand
Two hundred Ninety
only

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

CGST	—
SGST	—
TOTAL	2290 200

GSTIN: 36AROPK5593K1Z0
Composite Scheme

For **PRIYANKA PRINTERS**

Goods once sold Cannot be taken back

Subject to Secunderabad jurisdiction

Purchase Order

From Company: Modi Properties Pvt. Ltd.
 5-4-187/3&4, 11nd Floor Soham Mansion M.G Road
 Secunderabad, TELANGANA, 500003
 GSTNO:36AABCM4761E1ZM

Supplier Details

Priyanka Printers
 9-5-80/2A, Anjaiah Nagar, Old Bowenpally, Hyderabad
 Hyderabad, TG, 500011
 GSTIN:36AROPK5593K1Z0
 Mr. Venu, 9849558805

PO No 20230607020 Quote No 07 Jun 2023
 PO Date 07 Jun 2023 Quote Date 07 Jun 2023
 Supply Type Requisition Num 20230607017

SNo.	Item Name	Qty	Rate	Dis%	Taxable Amount	GST%					Amount			
						IGST%	CGST%	SGST%	IGST AMT	CGST AMT	SGST AMT			
1	PROM1835-Promotions-Receipt Book-1+1--100pages 10nos-Nos	1.00	1,300.00	0%	1,300	0%	0%	0%	0	0	0	1,300		
Addl Spec	Mayflower welfare Association Receipt books													
2	PROM1021-Promotions-Visiting Cards-Good quality--Set of 200nos-Boxes	3.00	330.00	0%	990	0%	0%	0%	0	0	0	990		
Addl Spec	Advait & Vasu Rao Visiting Cards													
						Total Amount ...					0	0	0	2,290
Rupees in words : Two Thousand Two Hundred And Ninety Only.														

Terms and Conditions:-

Additional Specifications Mayflower welfare Association Receipt books & Visiting Cards

Tax : Inclusive of GST and other taxes.

Delivery Date : Within ____ days of PO