

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	4/7/23	Prepared by	Salman	Serial no.	
Supplier name	Priyanka Prudis	HO inward no.			
Firm/Company	Waghmare	Project	MP1	HO received date	
PO/WO date	15/6/23	PO/WO No.		Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	653	15/6/23	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	
Amount B – Other Credits : Transportation charges					
Amount C – Other Debits :					
Amount D (D=A+B-C) – Amount to be credited to the supplier:				660/-	
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		10/7/23			
Remarks:					
Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:	Salman	E. PRASAD			
Sign:	4/7/23	24/7/23			
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.



TAX INVOICE CASH / CREDIT

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9-5-80/2A, Anjaiaha Nagar, Old Bowenpally, Hyderabad - 500 011, Telangana State.

Email : priyankaprinters4@gmail.com

No. **653**

Date : 15/06/2023

M/s Modi Properties Pvt. Ltd.
H.G. Road, Secunderabad.

Party GSTIN.

SI No.	PARTICULARS	HSN Code	Qty	Rate	Amount Rs. Ps.
1.	B. Sitaramanjeyulu (VC) (Head office)		200	1.65	330 = 00
2.	R. Mohesh prasad (VC) (Mayflower plotter)		200	1.65	330 = 00
INWARD Inward No: 171 Dt: 15/6/23 MRN No: Dt: Received By: <i>[Signature]</i> Sign: <i>[Signature]</i> MODI PROPERTIES 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

66

660 = 00

GSTIN: 36AROPK5593K1Z0

Composite Scheme

Goods once sold Cannot be taken back

Subject to Secunderabad jurisdiction

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