PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	25/7/23	Prepared by	[illegible signature]	Serial no.	
Supplier name	PRIYANKA PRINTERS			HO inward no.	
Firm/Company	Silver oak Welfare Association	Project		HO received date	
PO/WO date	21/7/23	PO/WO No.	1044	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	661	30/6/23	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.: 2023 07 28019 — 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:	
Amount E – PO / WO value:	1300/-
Amount F – Difference (A – E):	1300
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:	[illegible signature]				
Sign:	[signature]	[signature]			
Date	25/7/23	25 JUL 2023			
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

PRIYANKA PRINTERS

Cell : 98495 58805
93987 02763

★ 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. 661

Date : 30/6/23

M/s Silver Oak Welfare Association
M.G. Road, Secunderabad

Party GSTIN.

Sl No.	PARTICULARS	HSN Code	Qty	Rate	Amount Rs. Ps.
1)	Receipt Books		10	130=00	1300=00

INWARD
Inward No: 212 Dt: 3-7-23
MRN No: Dt:
Received By: Soman Sign:
MODI PROPERTIES

E. & O.E.

Rupees One thousand three Hundred 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

Subject to Secunderabad jurisdiction

For PRIYANKA PRINTERS
K.Venu

From Company:
Silver Oak Villas Welfare Association
Purchase Order
Original

Date	21 Jul 2023
tion Num	20230721007

SGST AMT	Amount
0	1,300
0	1,300

22/07/23 10:18:28 AM

Purchase Order

Original

From Company:	Silver Oak Villas Welfare Association Sy. No. 294, CherlapallyHyderabad Hyderabad,Telangana,501301 GSTNO:36	Delivery Location:	Silver Oak Villas Sy. No. 294, Cherlapally Hyderabad,Telangana,501301 .,9502177288

Supplier Details				
Priyanka Printers 9-5-80/2A, Anjaiaha Nagar, Old Bowenpally, Hyderabad Hyderabad, TG, 500011 GSTIN:36AROPK5593K1Z0 Mr. Venu, 9849558805 -	PO No	20230721044	Quote No	
	PO Date	21 Jul 2023	Quote Date	21 Jul 2023
	Supply Type		Requisition Num	20230721007

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	Silver Oak Welfare Association Receipt Books											
								Total Amount ...	0	0	0	1,300

Rupees in words : One Thousand Three Hundred Only.

Terms and Conditions:-

Additional Specifications	Silver Oak Welfare Association Receipt Books
Tax :	Inclusive of GST and other taxes.
Delivery Date :	Within ____ days of PO
Delivery Location :	As given above.
Transport:	By Vendor or Purchaser
Advance Paid :	Nil. / ___ % of PO value.
Payment Terms :	Within ____ days of delivery and on submission of bills.