

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	20/01/2021	Prepared by:	MINISH
PO/WO No.	73711	PO / WO Date.	09/01/2021
Supplier Name	Dilpreet Tubes Pvt Ltd	PO/WO amount	59,292/-
Supplier Company	SLLP	Project	SLLP
Bill No.	1130	Bill Date	16/01/2021
		Bill amount	67,494/-

Amount A - Bills total (Excluding Transport & Hamali Charges):

No.	DC No.	DC Date	MRN No.	DC matches MRN
1.	/	/	87721	☐ Yes ☐ No
2.	/	/		☐ Yes ☐ No
3.	/	/		☐ 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:

Amount F - Difference (A - E): GST-18%

Quantity received as per PO / WO	☒ Yes ☐ Excess received ☐ Short received ☐ Other (explained below)
Difference between PO / Bill acceptable?	☒ Yes ☐ No (explained below)
Excess / short material received	☐ Approved - within acceptable limits ☐ No (explained below)
PO / WO	☒ Yes ☐ No - wait for balance material ☐ No (explained below)
Advance paid / PDC given (deduct when paying)	☐ Yes - Rs. /- ☒ No
Amount - due date	22/01/2021

Remarks: Excess quantity received for 90 Kgs.

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts - receiver of bill	Accountant	Accounts Manager
			MINISH PARIKH MANAGER PROCUREMENT	21 JAN 2021			

1. In case amount to be credited to supplier and the bills total does not match prepare JV for debit or credit. 2. Attach original sheets if quantity of bills or DCs is more than the space provided. Clearly mark the space provided with 'see memo'. 3. Purchase Officer can approve Pos/Wos upto Rs. 10,000/-, Purchase Manager or Procurement Manager to approve upto Rs. 1,00,000/- to 1,00,000/- . 4. Attach JV, Office copy of PO/WO, DCs and bills to this advice. 5. In Amount A, exclude ori. Hamali charges, etc and instead include in Amount B. 6. To be approved by accounts manager if bill value exceeds Rs. 10,000/- 7. MD to approve all bills above 1,00,000/-